

Louisiana Believes

Student Transcript System Non Public School User Training 2016

Objectives

At the conclusion of this session, participants should be able to:

- Identify the major collection timeframes for STS
- Describe the overall functionality of STS
- Describe the requirements for online and batch entry
- Explain Error Reports, Error Screens and Error Messages
- Describe the functionality of OTS
- Review LOSFA and graduation requirements changes

Agenda

The Training will include:

- **A Student Transcript System Overview**
 - Harvest Planning
 - System Access
 - System Navigation
 - Reading the Records
- **Major Functions of the Student Transcript System (STS)**
 - Uploading Data
 - Making Online Corrections
 - Checking Core Progress
 - Viewing Reports
 - Correcting Upload Errors
- **Validating Data**
- **Official Transcript System (OTS)**
- **Resources**

Overview of System

Student Transcript System:

Should include:

- All high school credits
- Correspondence /online course/dual enrollment courses
- Any courses passed/earned through proficiency testing

Will be used:

- By public colleges and university from the BOR in the form of an extract file 3 times a year
- By LOSFA for TOPS Award eligibility determinations
- By LDOE internal departments for accountability
- To determine a student progress toward meeting graduation requirements

The Transcript Year

Transcript Records will be submitted each year for all high school students taking any course for credit.

- A new complete set of transcript records will be submitted for each high school student, superseding any previously submitted records for that student.
- The student's current LEA will submit the student's entire transcript record each year.
- Once students graduate, the "Graduation Date" is added to their transcript records and the final and complete set of transcripts is submitted. Those graduates will not be resubmitted the following year.
- The Transcript Year will open October 1st and remain open throughout the year. The close date is September 30th and the new school year will begin.

Data Harvests

Three Board of Regents (BOR) Collections:

- **February 15:** Board of Regents (BOR) Extract
 - Report through 1st semester of year.
 - Used by colleges and universities for admissions and scholarship decisions
- **June 15:** BOR Extract and LOSFA Eligibility Review
 - Used by colleges and universities for admissions and scholarship decisions
 - Allows LOSFA to determine TOPS eligibility for most students by mid-July
- **September 15:** Board of Regents (BOR) Extract
 - Last clean-up before final extract for previous year – October rollover will change entry year & remove graduated seniors from last year.

System Access

User Access And Authorization

- Users requiring access to the LDE Application Systems including STS must complete a [Security Request Form](#) and forward it to the Security Coordinator for Non Public Schools.

User IDs and Password Standards

- User IDs consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.
- This initial password will be set to expire and to force a new password selection on the user’s first sign-on to the system.

Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
- Upper case characters (A-Z)
- Lower case characters (a-z)
- Numeric digits (0-9)
- Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords.

Use the Password Reset System [here](#):

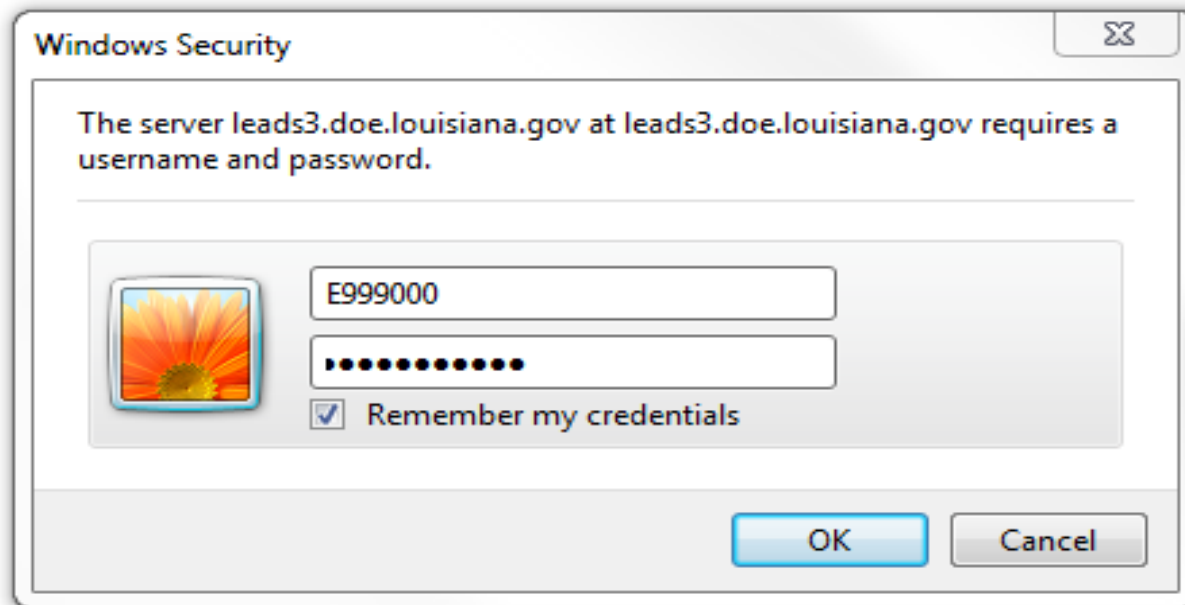
Minimum System Requirements

The minimum computer system requirements to access the LDE Application Systems.

- **Browser:** Internet Explorer, Version 9.0 or lower.
- **Screen Resolution:** 1024 x 768.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.
- **Browser's Pop-up Blocker:** Turned off
- **Security and Privacy settings:** Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled

LEADS Login Screen

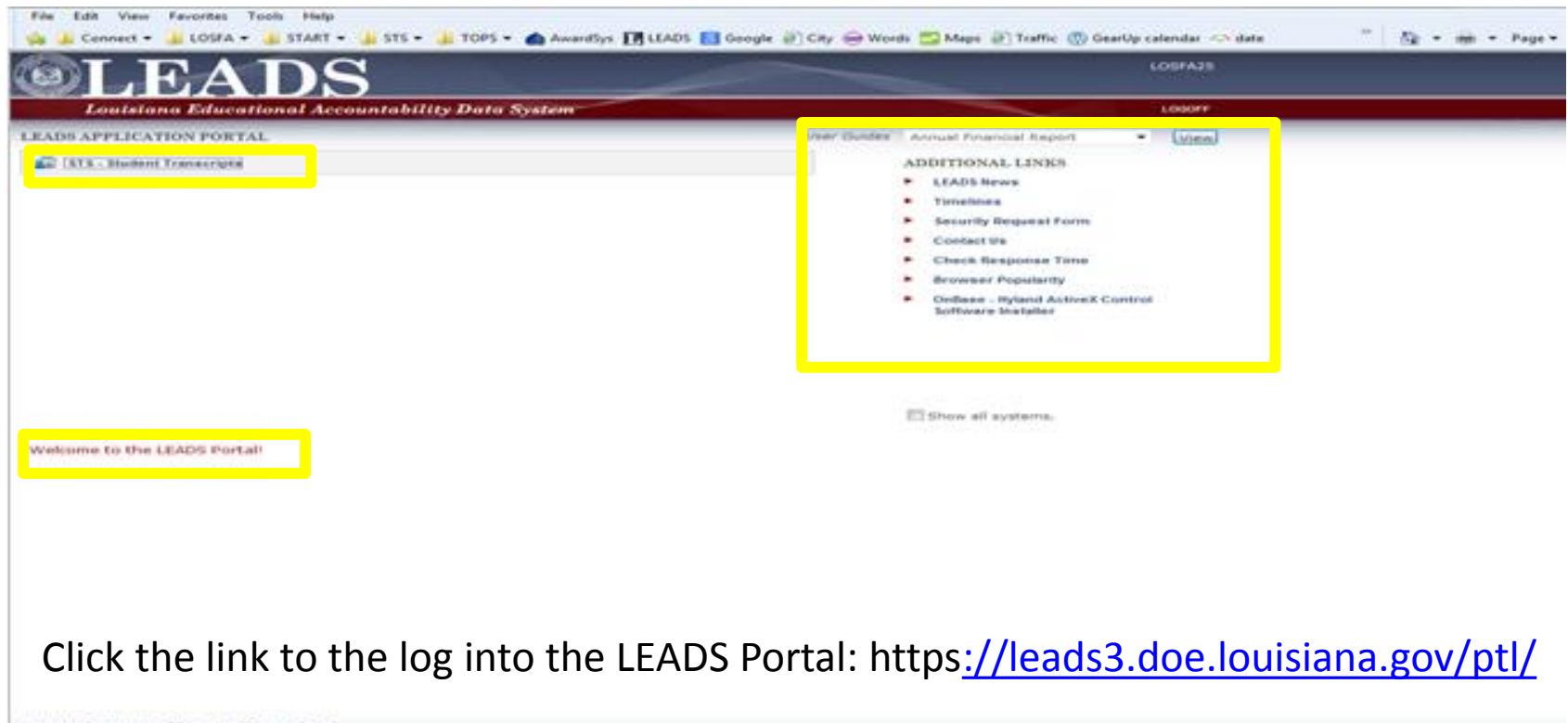
To access the LDE Application Systems, users must enter a **User ID** and **Password** on the LDE LOGIN SCREEN. <https://leads3.doe.louisiana.gov/ptl/>



Accessing STS from the LEADS Portal

The LEADS Portal:

- displays an icon for all application that a user is authorization to access
- displays additional links including links to all System User Guides
- displays news about outages and system availability

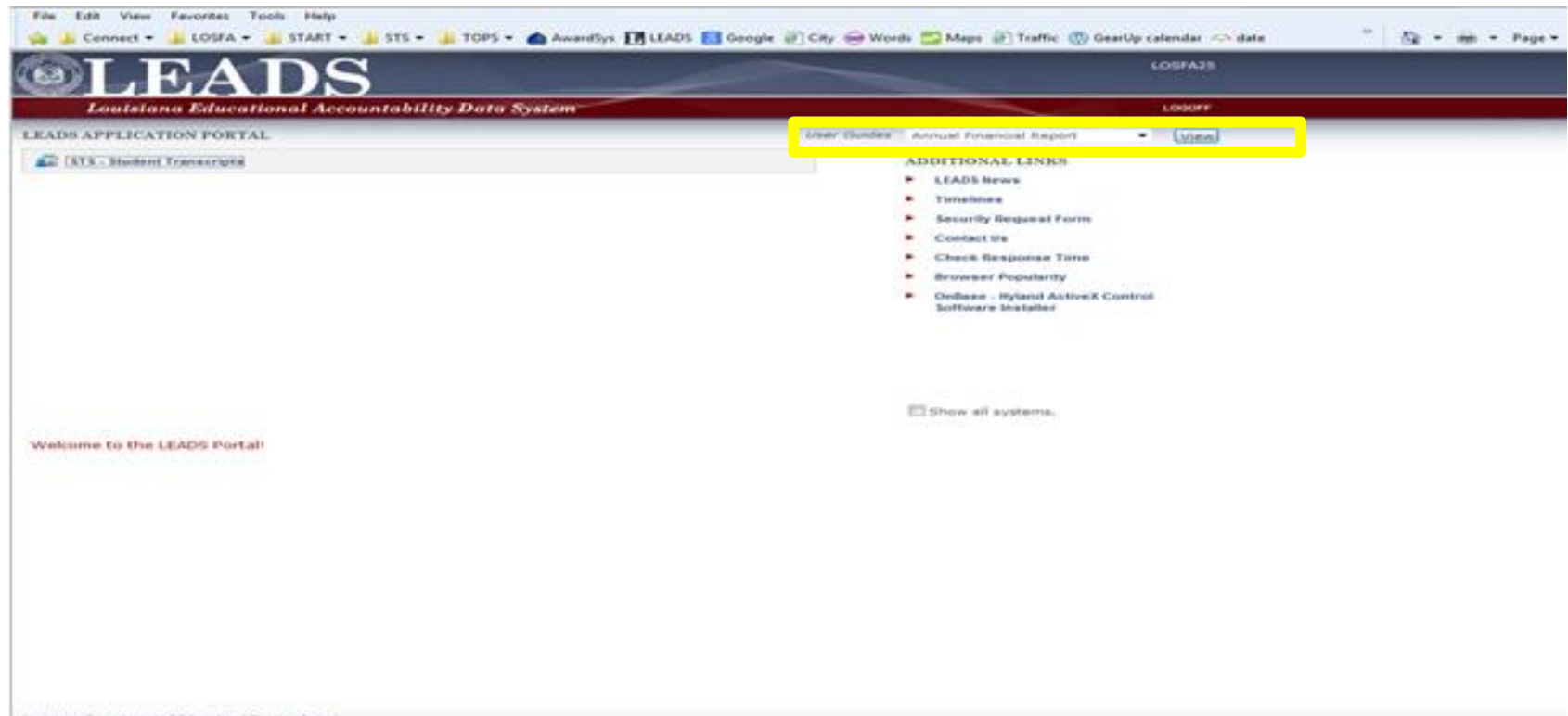


Click the link to the log into the LEADS Portal: <https://leads3.doe.louisiana.gov/ptl/>

STS User Guide Link

User Guides link:

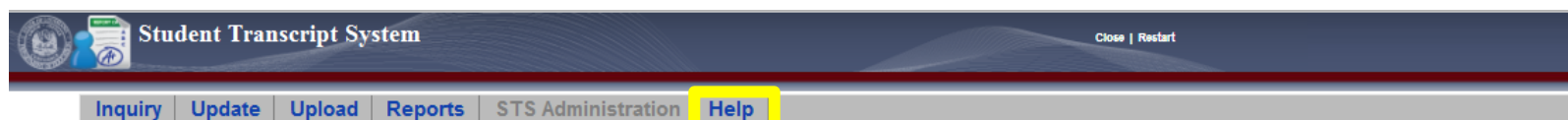
- Click the “User Guides” link and select STS for system specific information related to timelines, notifications resources and more.



STS Help Button

STS Help Button

- Click Help to access the STS Help Page.



The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Announcements:

STS Help Page

STS Help Page

- This screen displays useful information, announcements, notifications files an more.

LDOE Louisiana Department of
EDUCATION

Data Collection Systems

Student Transcript System Contact: Jacqueline Edwards (225) 342-2505

The Student Transcript System (STS) collects detailed transcript data on Louisiana High School students in public and nonpublic high schools. Each student's entire high school transcript is submitted, including course code, letter grade, credit earned, etc.

2015 STS New Users Training for Nonpublic Schools

[Register Here](#)

Date	Time (attend only one)
October 1, 2015	8:00 AM-12:00 PM
October 2, 2015	8:00 AM-12:00 PM
October 2, 2015	1:00 PM-04:00 PM
October 5, 2015	8:00 AM-12:00 PM

Monthly Data Coordinators Webinars

Data Coordinators Webinars are held on the first Thursday of each month at 2:00pm.
Join the conference: <https://louisianaschools.adobeconnect.com/dow/> (no pre-registration needed)
If you are unable to use listen only mode (through computer speakers), please choose the Dial Out option and have the meeting call you.

Student Transcript System (STS) User Guide

The Student Transcript System (STS) User Guide provides information and instructions that facilitate the submission of student transcript data to the Louisiana Department of Education.

[STS USER GUIDE](#) PDF

Program Dates

The table below lists the deadlines for the submission of data to the Student Transcript System.

[STS Timelines](#) XLS

The Official Transcript System

The Official Transcript System (OTS) provides electronic transcripts and should be used to access all official high school transcripts for Louisiana graduates. The 2005-2006 school year marked the beginning of the creation of official transcripts directly from data in the Student Transcript System. The log-in screen of the Official Transcript System can be reached from the following link:
[Official Transcript System](#)

STS Enhancement Presentation

This presentation provides information on the latest STS Enhancements.

[STS Enhancements](#) PDF

Files

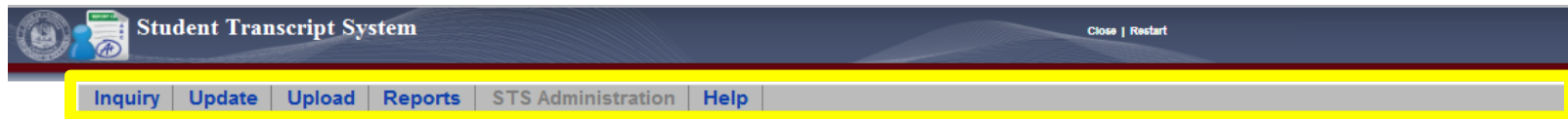
[2015 Course Code List \(as of 8-24-2015\)](#) XLS

System Navigation

STS Home Screen

STS Home Screen

- displays a menu of buttons and pages that you are authorized to access within STS
 - You do not have access to the “greyed out” areas
- displays messages regarding STS maintenance and outages in the “Announcements” section when needed



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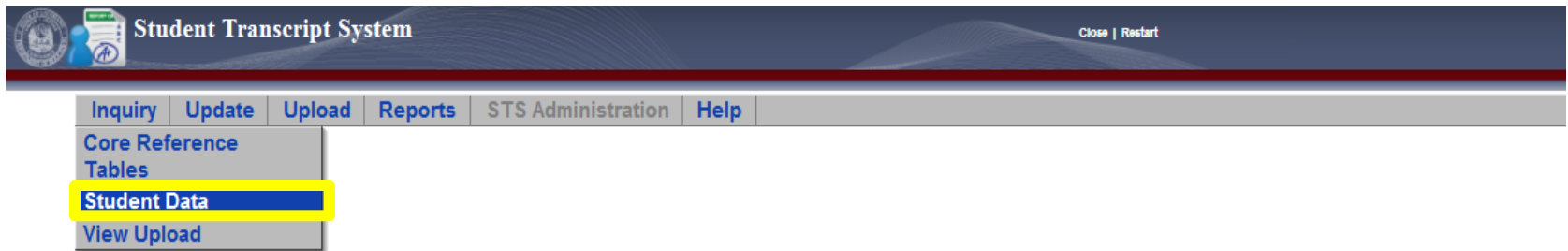
The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Announcements:

STS Menu Buttons

- Use **Inquiry** for viewing data within STS
- Place your cursor over **Inquiry** to view the Inquiry Options
- Select **Student Data** to view specific data related to the student.



The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

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Announcements:

Sponsor and Site Codes

Student data is stored in STS by sponsor and site code.

- Sponsor and Site code are numeric or alphanumeric codes assigned to identify the school where the student is currently enrolled for data submission and tracking.

The Sponsor Code is the lead agency (LEA) and may have several sites it is assigned a 3 digit code.


- All schools under the same leading agency will be assigned the same 3-digit Sponsor Code
 - Example: 504 Lafayette Diocese

The Site Code is the school and is assigned a 6 digit code.

- All schools have under a lead agency will share the first 3 digits the Sponsor code.
 - Example: 504014 Diocese High School
- All schools not under a lead agency will have their own unique 6 digit code.
 - Example: 3Y7001 Standalone High School

Sites List

- LEA Level access will display a **Site List** of all of the schools in the LEA

 **Student Transcript System** Close | Restart

Site List (Inquiry Mode)


[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Beginning School Session Year:
Sponsor: Rapides Parish

Site Code	Site Name
040003	Alexandria Senior High School
040006	Bolton High School
040011	Buckeye High School
040014	Glenmora High School
040028	Oak Hill High School
040030	Peabody Magnet High School
040033	Pineville High School
040035	Plainview High School
040037	Rapides High School
040048	Tioga High School
040054	Rapides Training Academy
040055	Northwood High School
040064	AMlkids Alexandria
040800	Scholarship
040801	Scholarship-Unregistered
*** END OF SITE LIST ***	

Student List

- Site level access will display the **Student List** of all student currently entered into the site.


Student Transcript System
Close | Restart

Student List (Inquiry Mode)

[Site List](#)
[Inquiry](#)
[Update](#)
[Upload](#)
[Reports](#)
[STS Administration](#)
[Home](#)
[Help](#)

Beginning School Session Year: 2014 ▼

Sponsor: 040

Rapides Parish

Site: 040003

Alexandria Senior High School


Search:

Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID ▼	Name ▼	Birth Date	Gender	Grade ▼
100198463	A AAA	01/10/1754	M	12
100035544	N ABD	01/24/1754	M	09
100094826	R ABD	01/24/1754	F	11
100015905	D ADA	01/08/1753	F	T9
100191798	A AGU	01/25/1754	M	12
100139176	M AGU	01/01/1754	F	09
100186370	W AGU	01/01/1754	M	09
100103349	A AHR	01/23/1754	F	11
100087485	D AHR	01/14/1754	M	09
100092661	K AHR	01/14/1754	F	09
100026537	B AIN	01/16/1754	F	11
100189286	K AIN	01/30/1754	F	10
100168592	I AKI	01/13/1754	M	11
100025955	C ALE	01/27/1754	M	09
100199053	L ALE	01/26/1754	F	10
100102663	K ALF	01/23/1754	F	09

Student List

- Type in Student ID number, partial name or grade to **search**.
- **Sort** by Student ID number, name or grade by clicking the down arrow.
- **Select** the student by clicking the State ID.


Student Transcript System
 Student List (Inquiry Mode)
 Close | Restart

[Site List](#)
[Inquiry](#)
[Update](#)
[Upload](#)
[Reports](#)
[STS Administration](#)
[Home](#)
[Help](#)

Beginning School Session Year: 2014 ▾

Sponsor: 040 Rapides Parish

Site: 040003 Alexandria Senior High School

Search:

Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID ▾	Name ▾	Birth Date	Gender	Grade ▾
100198463	A AAA	01/10/1754	M	12
100035544	N ABD	01/24/1754	M	09
100094826	R ABD	01/24/1754	F	11
100015905	D ADA	01/08/1753	F	T9
100191798	A AGU	01/25/1754	M	12
100139176	M AGU	01/01/1754	F	09
100186370	W AGU	01/01/1754	M	09
100103349	A AHR	01/23/1754	F	11
100087485	D AHR	01/14/1754	M	09
100092661	K AHR	01/14/1754	F	09
100026537	B AIN	01/16/1754	F	11
100189286	K AIN	01/30/1754	F	10
100168592	I AKI	01/13/1754	M	11
100025955	C ALE	01/27/1754	M	09
100199053	L ALE	01/26/1754	F	10
100102663	K ALF	01/23/1754	F	09
100145450	K ALF	01/27/1754	F	11
100169627	A ALI	01/30/1754	F	09

Reading the Records

STS Records


The two types of Records in STS:

- Student Record (020)
 - Student Information-*One Record Per Student*
 - State ID Number
 - Grade
- Transcript Record (030)-*Multiple Records Per Student*
 - Courses taken by the student
 - Grades received for courses taken

Note : A Student Record cannot be added without at least one Transcript Record

Transcript List

The **Transcript List** displays the Student record data in the top portion of the screen and Transcript record data of the student in the bottom portion of the screen.


Student Transcript System
Close | Restart

Transcript List (Inquiry Mode)

[Site List](#)
[Student List](#)
[Core Progress](#)
[APC Courses](#)
[Home](#)
[Help](#)

BSSY: 2015
 Sponsor: 001 Acadia Parish
 Site: 001005 Church Point High School
 State ID #: 3129221123
 Birth Day: 11
 Parental Consent: Yes
 Gender: FEMALE
 Ethnicity: Hispanic: Y ☐ N ☒
Race: Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☒
Diploma Path: Core 4
 [Endorsements and Credentials:](#) Click to show

N ANG

Local ID #: 9040590

Grad Date:

10/14/2016 9:09 AM

Last Update: 6/8/2016

Grade: 11

Grade 9 Entry BSSY: 2013

Anticipated Grad BSSY: 2016

Met GEE/EOC?: [\(show by subject\)](#)

Local Rank:

 2.8864

Overall GPA: 3.02

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		D	
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		F	
2013	120331	ENGLISH I		C	
2013	122501	SPANISH I		C	
2013	150802	PHYSICAL SCIENCE		B	
2013	160321	ALGEBRA I		B	
2013	190105	PHYSICAL EDUCATION I		B	

The Student Record Section

Student Record section of the screen displays student demographic information and identifies the student. There are drop down boxes and fill in areas on the Student's record.

Student Transcript System
Transcript List (Inquiry Mode) Close | Restart

Site List | Student List | Core Progress | APC Courses | Home | Help

BSSY: 2015 ← The BSSY will default to the current school year.

Sponsor: 001 Acadia Parish
Site: 001005 Church Point High School
State ID #: 3129221123
Birth Day: 11
Parental Consent: Yes
Gender: FEMALE
Ethnicity: Hispanic: Y ☐ N ☒ **Race:** Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☒
Diploma Path: Core 4
[Endorsements and Credentials:](#) Click to show ← Diploma Endorsements are entered or displayed by clicking the link.

Local ID #: 9040590
Grad Date:

10/14/2016 9:09 AM
Last Update: 6/8/2016
Grade: 11
Grade 9 Entry BSSY: 2013
Anticipated Grad BSSY: 2016
Met GEE/EOC?: [\(show by subject\)](#)
Local Rank: 2.8864
Overall GPA: 3.02 ↑ Overall GPA is calculated by the STS System, under DoE rules, which convert all grading scales to the standard 4-point scale

Course BSSY	Course Number	Course Name	Part Number	Letter Grade
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		D
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		F
2013	120331	ENGLISH I		C
2013	122501	SPANISH I		C
2013	150802	PHYSICAL SCIENCE		B
2013	160321	ALGEBRA I		B
2013	190105	PHYSICAL EDUCATION I		B

Student Record Data Elements

- **Graduation Date**
 - The date all graduation requirements were met.
- **Grade Level**
 - The current grade level of a student.
- **Ninth Grade Entry Year**
 - The BSSY for the year in which the student entered grade 9 or the year after entering grade T9.
- **Local ID**
 - Local Assigned Unique ID and is not the same as the student's ID number.
- **Diploma Path**
 - The code used to identify the diploma the student is pursuing.

The Transcript Record Section

The **Transcript Record** section of the screen displays course information and identifies the course taken and grade received.

Select the **Course Code** to view the data of the selected course.

Student Transcript System
Transcript List (Inquiry Mode) Close | Restart

Site List Student List Core Progress APC Courses Home Help

BSSY: 2015 N ANG 10/14/2016 9:09 AM
Last Update: 6/8/2016
Grade: 11
Grade 9 Entry BSSY: 2013
Anticipated Grad BSSY: 2016
Met GEE/EOC?: [\(show by subject\)](#)
Local Rank: 2.8864
Overall GPA: 3.02

Sponsor: 001 Acadia Parish
Site: 001005 Church Point High School
State ID #: 3129221123
Local ID #: 9040590
Birth Day: 11
Grad Date:
Parental Consent: Yes
Gender: FEMA
Ethnicity: Hispa
Diploma Path: Core 4
Endorsements and Credentials: [Click to show](#)

Course Code the state designated code for the course.

Course Name the state assigned name of the course.

Course BSSY the year the course was taken.

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		D	
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		F	
2013	120331	ENGLISH I		C	
2013	122501	SPANISH I		C	
2013	150802	PHYSICAL SCIENCE		B	
2013	160321	ALGEBRA I		B	
2013	190105	PHYSICAL EDUCATION I		B	

Transcript Data Screen

- The **Transcript Record** displays the information, not the student's entire transcript and also has drop down selection boxes, type in fields, default values and mandatory data.

**Student Transcript System**
Transcript DataClose | Restart

[Site List](#) [Student List](#) [Transcript List](#) [Core Progress](#) [APC Courses](#) [Home](#) [Help](#) [Trial version. Buy it now](#)

BSSY: 2014
Sponsor: 040 Rapides Parish
Site: 040003 Alexandria Senior High School
State ID #: 100198463
Birth Date: 01/10/1754
Parental Consent: Yes
Gender: MALE

Local ID #: 411938
Grad Date: 5/18/2015
Academic Endorsement:
Career/Tech Endorsement: J1- Regional
FileName: No File Uploaded

Ethnicity: Hispanic: ☐ Y ☒ N ☐
Race: Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☐ White ☒
Diploma Path: Basic Core

8/26/2015 1:35 PM
Last Update: 6/26/2015
Grade: 12
Grade 9 Entry BSSY: 2011
Anticipated Grad BSSY: 2014
Met GEE/EOC?: Y
Local Rank: 0 of 0
Local GPA:
Overall GPA: 2.01

TRANSCRIPT RECORD1 of 50Next

Course Beg. Year: 2011
Letter Grade: A
Course Part Number:
Semester: Y1 - YEAR LONG COURSE
Course Type Cd: RG - REGULAR
Dis. Lrn. Type Cd:
Course Sponsor:
Course Site:
Course Site Name: AL-NAJAH SECONDARY SCHOOL
Transcript Crs Name: ART I

Course: 030501 ART I
Grade Point Max: 4.00
Qual. Pts. Awrd Cnt: 4.00
Credit Attempted: 1.00
Credit Earned: 1.00
Core Cur. Waiver: N
Local Course Cd: 030501
DE PostSec CreditHrs: 0.00
DE Secondary Site:

Elements on a Transcript Record

Data Elements on a Transcript

- **Course Part Number:** Designates which part_of the course this record is for
- **Qual. Pts. Award Cnt:** Maximum number of quality points a student could have earned based on the in Grade Point Max entered
- **Credit Attempted:** Maximum number of credits a student could have earned
- **Credit Earned:** Number of credits student actually earned
- **Course Beg. Year:** Designates the beginning school year in which the course was taken

Transcript Data Screen

The **menu bar** displays the various screens related to the transcript, a list of students or a list of schools within the LEA.

Student Transcript System
Transcript List (Inquiry Mode)

Close | Restart

[Site List](#) | [Student List](#) | [Core Progress](#) | [APC Courses](#) | [Home](#) | [Help](#) | [Trial version. Buy it now](#)

Core Progress screen shows the progress of a student toward meeting graduation or TOPS requirements.

BSSY: 2013
Sponsor: 001
Site: 0
State ID #: 0
Birth Day: 0
Parental Consent: Y
Gender: F
Ethnicity: P
Diploma Path: 0
Endorsements and Credentials: 0

Core 4 With CTE
Basic Core
Performance and Honors Award

Local ID #: 9040590
Grad Date: 0
Career Option: Pac Islander ☐ White ☒

10/14/2016 9:58 AM
Last Update: 6/8/2016
Grade: 11
Grade 9 Entry BSSY: 2013
Anticipated Grad BSSY: 2017
Met GEE/EOC?: [\(show by subject\)](#)
Local Rank: 2.8864
Overall GPA: 3.02

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		D	
2013	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		F	
2013	120331	ENGLISH I		C	
2013	122501	SPANISH I		C	
2013	150802	PHYSICAL SCIENCE		B	
2013	160321	ALGEBRA I		B	
2013	190105	PHYSICAL EDUCATION I		B	
2013	190500	HEALTH EDUCATION		A	
2013	220300	WORLD GEOGRAPHY		B	

Verifying Data Online

The **Core Progress** screen displays the core courses taken from a student's transcript record in the categories that fulfill graduation requirements or meet TOPS awards requirements.

TOTAL CREDITS EARNED : 21.00

NOT ALL OF THE CORE 4 CURRICULUM REQUIREMENTS HAVE BEEN MET.

20 Categories are required for Core 4 Award.

4 Categories are needed to fulfill Core 4 requirements.

SITE HAS NOT BEEN CERTIFIED

Core GPA 2.50 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 42.50/17.00 = 2.50

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	C	2.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	C	2.00
ENGLISH III	Y	1.00	1.00	ENGLISH III	B	3.00
ENGLISH IV	N	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	C	2.00
GEOMETRY	Y	1.00	1.00	GEOMETRY	C	2.00
ALGEBRA II	Y	1.00	1.00	ALGEBRA II	C	2.00
MATH - 4TH UNIT	N	1.00	0.00			0.00

Core Progress Screen Display

This screen will display the **Number of categories** needed to complete the Curriculum or Award.

The *unmet* categories are in “bold” and the display “N”

The Core GPA is calculated with the courses that have been placed within the categories.

Ethnicity: Hispanic: Y ☐ N ☒ Race: Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☐
Diploma Path: Core 4 Career Option:

Overall GPA: 2.81

TOTAL CREDITS EARNED : 22.00

NOT ALL OF THE CORE 4 CURRICULUM REQUIREMENTS HAVE BEEN MET.

20 Categories are required for Core 4 Award.

4 Categories are needed to fulfill Core 4 requirements.

Core GPA 2.76 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 47.00/17.00 = 2.76

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	C, B	2.50
ENGLISH II	Y	1.00	1.00	ENGLISH II	B, C	2.50
ENGLISH III	Y	1.00	1.00	ENGLISH III	B, B	3.00
ENGLISH IV	N	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	C, C	2.00
GEOMETRY	Y	1.00	1.00	GEOMETRY	B, B	3.00
ALGEBRA II	Y	1.00	1.00	ALGEBRA II	B, B	3.00
MATH - 4TH UNIT	N	1.00	0.00			0.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	B, B	3.00
CHEMISTRY	Y	1.00	1.00	CHEMISTRY	B, C	2.50
SCIENCE - 3RD UNIT	Y	1.00	1.00	PHYSICAL SCIENCE	C, D	1.50
SCIENCE - 4TH UNIT	N	1.00	0.00			0.00
CIVICS/FREE ENTERPRISE	Y	1.00	1.00	FREE ENTERPRISE SYSTEM CIVICS-2nd SEMESTER	C A	3.00
U. S. HISTORY	Y	1.00	1.00	U. S. HISTORY	B, B	3.00
SOCIAL STUDIES - 3RD UNIT	Y	1.00	1.00	WORLD GEOGRAPHY	B, B	3.00
SOCIAL STUDIES - 4TH UNIT	Y	1.00	1.00	LAW STUDIES	A, A	4.00
HEALTH & PE	N	2.00	1.00	PHYSICAL EDUCATION I HEALTH EDUCATION	A, A A	4.00

Reading the Core Progress Screen

Categories are the specific areas that a student need to take courses in to fulfil graduation or awards criteria.

Courses which have separate semester or block grades show both grades; even when a course is retaken for a passing grade, all grades are shown. Courses which have only a final grade show only one grade.

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	C, C	2.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, D	1.00
ENGLISH III	Y	1.00	1.00	ENGLISH III	D, D	1.00
ENGLISH IV	Y	1.00	1.00	ENGLISH IV	C, C	2.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	C, C	2.00
ALGEBRA II	N	1.00	0.00			0.00
1ST UNIT MATH ELECTIVES	Y	1.00	1.00	GEOMETRY	F, D, D	1.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	C, D	1.50
CHEMISTRY	N	1.00	0.00			0.00
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	ENVIRONMENTAL SCIENC...	C, C	2.00
U. S. HISTORY	Y	1.00	1.00	U. S. HISTORY	F, D, D	1.00
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	B, B	3.00
CIVICS/FREE ENTERPRISE	Y	1.00	1.00	FREE ENTERPRISE SYST...	C	2.00
				CIVICS-1st SEMESTER	C	
FINE ARTS SURVEY	Y	1.00	1.00	ART I	D, C	2.50
				ART II	B, A	
FOREIGN LANGUAGE	N	2.00	0.00			0.00
COMPUTER SCIENCE	Y	0.50	0.50	INTRODUCTION TO BUSI...	B, A	1.75
ADDITIONAL MATH/SCIENCE	N	1.00	0.00			0.00
TOTALS		17.50	12.50			22.75

Reading the Core Progress Screen

- The “Category Req Met” will display “N” until all category requirements have been met.
- Courses that are retaken and passed will display all grades received.
- Courses receiving the letter grade “P” will have no grade points and isn’t used in the GPA calculation

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	B, C	2.50
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, D	1.00
ENGLISH III	N	1.00	1.00	ENGLISH III	F, F	0.00
ENGLISH IV	N	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	B, E, D	2.00
ALGEBRA II	N	1.00	0.50	ALGEBRA II	B	1.50
1ST UNIT MATH ELECTIVES	N	1.00	1.00	GEOMETRY	C, F	1.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	D, C	1.50
CHEMISTRY	N	1.00	0.50	CHEMISTRY	C	1.00
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIENCE	D, D	1.00
UNITED STATES HISTORY	N	1.00	0.00			0.00
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	C, C	2.00
CIVICS/FREE ENTERPRISE	N	1.00	0.50	CIVICS-1st SEMESTER	D	0.50
FINE ARTS SURVEY	Y	1.00	1.00	WORLD HISTORY	A, B	3.50
FOREIGN LANGUAGE	Y	2.00	1.00	SPANISH I	P	2.50
				SPANISH II	C, B	
COMPUTER SCIENCE	Y	0.50	0.50	US HISTORY	D, F	0.25
ADDITIONAL MATH/SCIENCE	N	1.00	0.00			0.00
TOTALS		17.50	12.00			20.25

Graduates prior to 2017-18

For students graduating prior to 2017-18

- Use the Diploma Type Core 4
- Use Course Type code with regular courses for Core 4
- Quality Points awarded for courses will be converted to 4.0 Scale

Graduates 2017-18 and thereafter

For incoming 9th graders of 2014-15 & thereafter

- Use the Diploma Type TOPS University
- New Course Codes have been assigned to the 5 Point Courses
- Designated AP, IB, Gifted and Talented, DE, Honors and Articulated Courses will use the 5.0 grading scale for TOPS GPA calculations.

Major Functions in STS-Batch Upload

Major Functions in STS-Batch Upload

Entering Batched Data into STS

There are two ways of adding data to STS:

Batch

- Uploading multiple record or Schools

Online

- Manually entering individual student's record

Batch upload

A batch is created using specific field designations for each data element that will be uploaded to the STS database.

- The school can use their local software to create a file that meets the layout requirements or create a batch using Excel spreadsheets saved as text files (.txt). Do not submit .zip files.
- Different schools use different software vendors such as RenWeb, Edgear, and RediKer. The vendor will provide assistance with creating the batch.

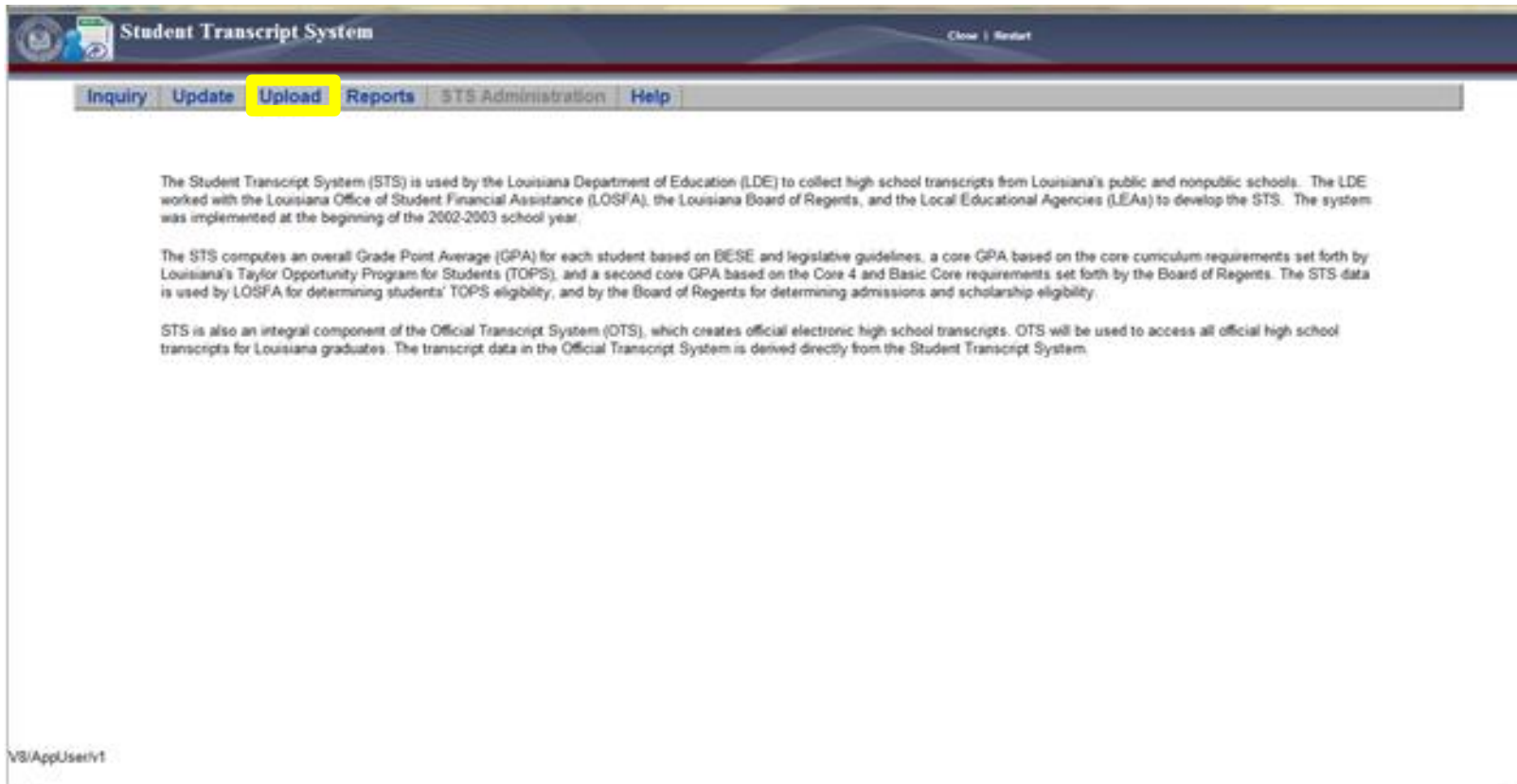
Batch Upload Layout

See The STS User Guide for the layout with descriptions of each field, and the proper format for a batch upload.

STS Student (Student data Record)					
Record: 020					
Start Position	Data Element	Length	Types	Decimal Places	Description
1	System Indicator	3	A	0	Must be "STS"
4	Transaction Code	3	A	0	Must be "020".
7	Beginning School Session Year (BSSY)	4	N	0	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number	9	N	0	Social Security Number if available. Otherwise, temporary number assigned according to LDE guidelines.
23	Local Identification Number	9	A	0	Optional. LEA-assigned student ID.
32	Site Code	6	A	0	Site code where the student is currently enrolled when transcript data is submitted.
38	Student First Name	15	A	0	Student's legal name.

Batch Upload

Click the **Upload** Button to upload a batch file to add data to the STS database.



The screenshot shows the web interface of the Student Transcript System. At the top, there is a header bar with the system name "Student Transcript System" and a "Close | Refresh" link. Below the header is a navigation menu with buttons for "Inquiry", "Update", "Upload", "Reports", "STS Administration", and "Help". The "Upload" button is highlighted with a yellow border. The main content area contains three paragraphs of text describing the system's purpose and functionality. The bottom left corner of the page displays the text "VS/AppUser/vf".

Student Transcript System Close | Refresh

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Help](#)

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.


The STS computes an overall Grade Point Average (GPA) for each student based on BIESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

VS/AppUser/vf

Batch Upload Screen

Click one of the selections for the type of file submission.


Student Transcript System

[Site List](#)
[Inquiry](#)
[Update](#)
[Upload](#)
[Reports](#)
[STS Administration](#)
[Home](#)
[Help](#)

302002 Catholic High School (Boys) (C)

Beginning School Session Year:

Delete all existing students? ☒ No ☐ Yes
Validate only? ☒ No ☐ Yes

File to upload:

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM

1

Batch Files Submissions Types

Batch Files Submissions Types (*button selection on upload screen*)

The **Batch Upload Screen** contains buttons on the screen that now determine the Type of Submission.


“Delete all existing students” button – “Yes” will delete all students for LEA and replace with records in the upload file. If a student’s records contain error(s), the records will not be loaded. (Do not use if in Diocese)

“Delete all existing students” button – “Yes” will deletes all records for students in the submitted file and replaces with records in upload file (If students have errors in new the submission, and they already have transcripts on the database for the current year, their records will not be updated by the submission.)

“Validate Only” button – “Yes” will allow all records for students in the submitted file to be tested for layout correctness before loading to the database. (Records will not be updated by this submission.)

Upload the Batch File

Click **Browse** to select the file from your computer that is to be uploaded.

**Student Transcript System**Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Administration | Home | Help

040 Rapides Parish

Beginning School Session Year: 2014

Delete all existing students?
☒ No ☐ Yes

Validate only?
☒ No ☐ Yes

File to upload: **Browse...**

[FTPLink](#)

Upload My File Now

View Upload Status

View Errors

View Input Data

Override Report

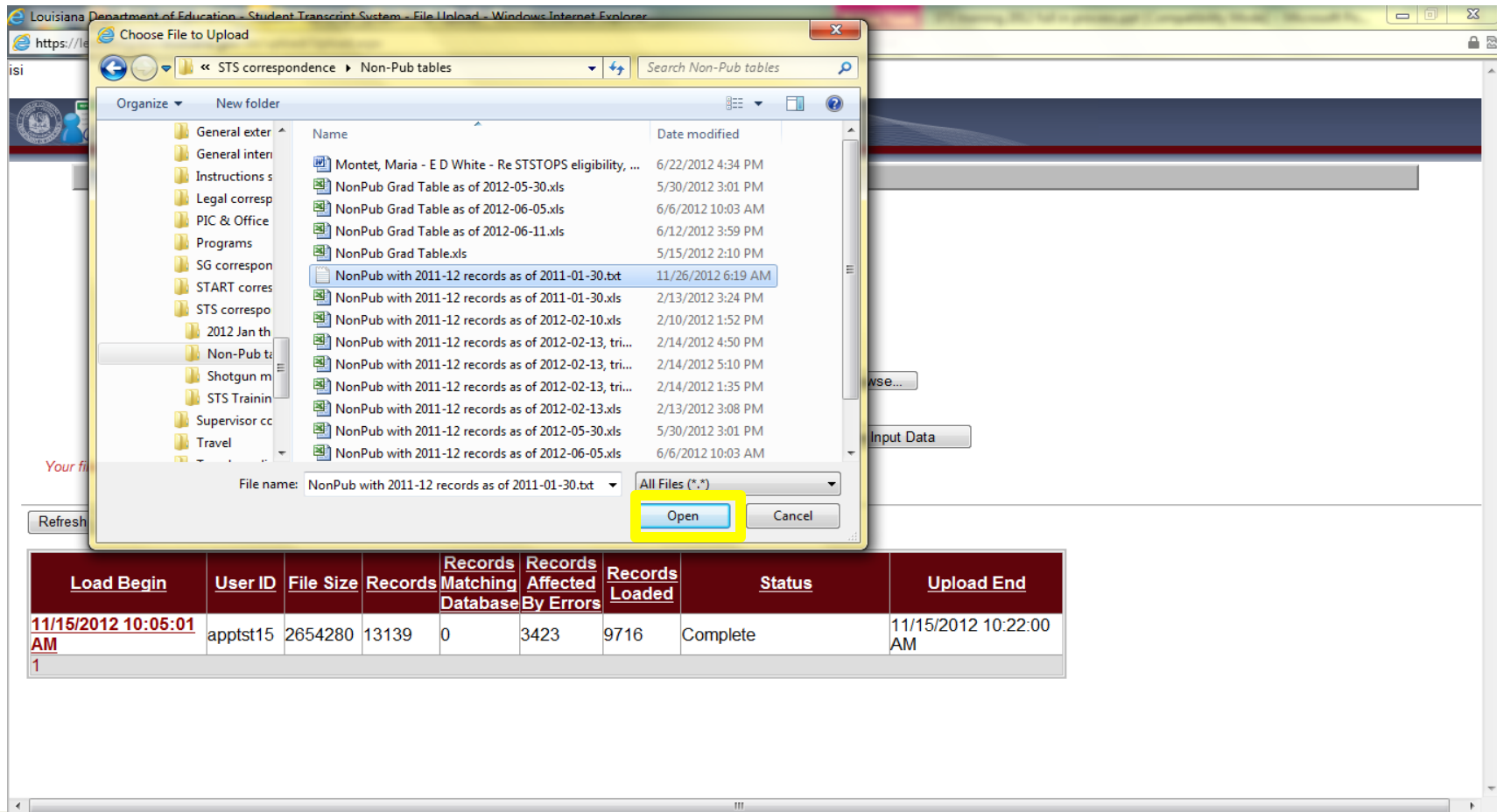
Refresh

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
------------	---------	-----------	---------	---------------------------	----------------------------	----------------	--------	------------

Batch Upload

Select the file to be uploaded from your computer and click the **Open** button.



The screenshot shows a web browser window with a file upload dialog box open. The dialog box is titled "Choose File to Upload" and displays a list of files in the "Non-Pub tables" folder. The file "NonPub with 2011-12 records as of 2011-01-30.txt" is selected. The "Open" button is highlighted with a yellow box. Below the dialog box, a table displays upload details.

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM

Batch Upload

Click the “**Upload My File Now**” button to upload your batch file.

**Student Transcript System**Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Administration | Home | Help

040 Rapides Parish

Beginning School Session Year: 2014

Delete all existing students?
☒ No ☐ Yes

Validate only?
☒ No ☐ Yes

File to upload:


[FTPLink](#)

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
------------	---------	-----------	---------	---------------------------	----------------------------	----------------	--------	------------

Click the **Refresh** button to update the screen.

isi



Student Transcript System

Site List

Inquiry

Update

Upload

Reports

STS Administration

Home

Help

502002 Catholic High School (Boys) (C)

Beginning School Session Year:

2012

Delete all existing students?

☒ No ☐ Yes

Validate only?

☒ No ☐ Yes

File to upload:

Browse...

Upload My File Now

View Upload Status

View Errors

View Input Data

Refresh

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/26/2012 6:25:36 AM	apptst15	9005	1				File not accepted	11/26/2012 6:25:36 AM
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM

1

Batch Upload Status

History displays a status of the upload .

- **File not Accepted** – Indicates that the file layout is incorrect, unknown errors or too many errors to process.
- **Complete** - Indicates that the file was uploaded successfully maybe with or without errors.

Student Transcript System

Site List Inquiry Update Upload Reports BTS Administration Home Help

303002 Catholic High School (Boys) (C)

Beginning School Session Year: 2012

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload: Browse...

Upload My File Now View Upload Status View Errors View Input Data

Refresh History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/26/2012 6:25:36 AM	apptst15	9005	1				File not accepted	1/26/2012 6:25:36 AM
11/15/2012 10:05:01 AM	apptst15	2054280	13139	0	3423	9716	Complete	1/15/2012 10:22:00 AM

1

Viewing the upload Status

Left click the date link under **Load Begin** in the grid before clicking the **View Uploads Status** button to view the file's status detail.

The screenshot shows the 'Student Transcript System' interface. At the top, there is a navigation bar with links: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. Below this, the user is logged in as '017 East Baton Rouge Parish'. The main form area contains fields for 'Beginning School Session Year' (set to 2012), 'Delete all existing students?' (radio buttons for No and Yes), 'Validate only?' (radio buttons for No and Yes), and 'File to upload:' with a 'Browse...' button. Below the form are four buttons: 'Upload My File Now', 'View Upload Status' (highlighted with a yellow box), 'View Errors', and 'View Input Data'. At the bottom, there is a 'History' section with a 'Refresh' button and a table of upload records.

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
10/30/2012 12:29:13	apptst10	10100	49	0	49	0	Complete	10/30/2012 12:29:15 PM
10/30/2012 10:33:25 AM	apptst10	10100	49	0	49	0	Complete	10/30/2012 10:33:28 AM
10/29/2012 8:58:51 AM	apptst10	10100	49	0	49	0	Complete	10/29/2012 9:45:44 AM
10/26/2012 10:32:08 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 10:32:15 AM
10/26/2012 9:25:28 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 9:40:38 AM
10/26/2012 9:25:28 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 9:25:05 AM

Viewing Upload Status

The file **Status** shows *completed* with 49 records affected by errors.

The screenshot shows the 'Student Transcript System' interface. A 'ViewStatus' window is open, displaying the following information:

- User: Test User10
- Beginning Schl Sess Yr: 2012
- Sponsor: East Baton Rouge Parish
- Begin Date/Time: 10/30/2012 12:29 PM
- End Date/Time: 10/30/2012 12:29 PM
- File Size (Bytes): 10100
- Total Records: 49
- Records Copied To Holding: 49
- Records Compared To Database: 0
- Records Matching Database: 0
- Records Validated: 49
- Records Affected By Errors: 49
- Total Errors Found: 1
- Records Loaded to Database: 0
- Students Deleted from Database: 0
- Status: Complete.

The background interface shows a table with 'Load Begin' and 'Upload End' timestamps. The 'Load Begin' column shows timestamps from 10/30/2012 12:29:13 PM to 10/26/2012 9:23:23 AM. The 'Upload End' column shows timestamps from 10/30/2012 12:29:15 PM to 10/26/2012 9:25:05 AM. A table at the bottom summarizes the upload process:

File Name	File Size (Bytes)	Total Records	Records Copied To Holding	Records Compared To Database	Records Matching Database	Records Validated	Status
apptst10	10100	49	49	0	0	49	Complete

Batch Input Data

Click the **View Input Data** button after left clicking the date link under **Load Begin** to view the uploaded data from your file.

The screenshot displays the 'Student Transcript System' interface. At the top, there is a navigation bar with links: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. Below this, the system identifies the user as '302002 Catholic High School (Boys) (C)'. The main section contains several options: 'Beginning School Session Year' set to '2012', 'Delete all existing students?' with 'No' selected, 'Validate only?' with 'No' selected, and a 'File to upload:' field with a 'Browse...' button. Below these are four buttons: 'Upload My File Now', 'View Upload Status', 'View Errors', and 'View Input Data' (which is highlighted with a yellow box). At the bottom, there is a 'History' table with a 'Refresh' button. The table has columns: Load Begin, User ID, File Size, Records, Records Matching Database, Records Affected By Errors, Records Loaded, Status, and Upload End. The first row of the table is highlighted with a yellow box, showing a 'Load Begin' date of '11/26/2012 6:25:36 AM' and a status of 'File not accepted'. The second row shows a 'Load Begin' date of '11/15/2012 10:05:01 AM' and a status of 'Complete'.

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/26/2012 6:25:36 AM	apptst15	9005	1				File not accepted	11/26/2012 6:25:36 AM
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM

Batch Input Layout

The **input layout** displays the data in each position of the layout in the batch upload.

Sponsor: 502 Baton Rouge Diocese

Beginning School Session Year: 2011

Close

Load Begin: 11/15/2012 10:05:01 AM

Page 1 of 657

Next

Or choose page number: 1

Total records: 12139

Record Number	System Indicator	Transaction Code	Begin School Session Year	Sponsor Code	Student ID Number	Rest of Record
1	STS	020	2011	502	85501191	502002Christopher Haven Aldrich
2	STS	030	2011	502	20091504012S2B050050500	N502502002
3	STS	030	2011	502	20091504011S1C050050500	N502502002
4	STS	030	2011	502	2009190102 S2A050050400	N502502002
5	STS	030	2011	502	2009220200 S1B050050400	N502502002
6	STS	030	2011	502	20081203311S1B050050400	N502502002
7	STS	030	2011	502	20092220062S2A050050400	N502502002
8	STS	030	2011	502	20092220061S1A050050400	N502502002
9	STS	030	2011	502	20090305022S2A050050400	N502502002
10	STS	030	2011	502	20090305021S1A050050400	N502502002
11	STS	030	2011	502	20091203322S2B050050400	N502502002
12	STS	030	2011	502	20091225021S1B050050400	N502502002
13	STS	030	2011	502	20091603222S2B050050500	N502502002
14	STS	030	2011	502	20091603221S1B050050500	N502502002
15	STS	030	2011	502	20091225022S2B050050400	N502502002
16	STS	030	2011	502	20081503012S2B050050400	N502502002
17	STS	030	2011	502	20081503011S1A050050400	N502502002
18	STS	030	2011	502	2008190101 S2A050050400	N502502002
19	STS	030	2011	502	2008220501 S1B050050400	N502502002
20	STS	030	2011	502	2007160321 Y1P100100400	N502502035St. Jude

Batch Upload

Note: If the student in your upload had transcript records on the LDE database prior to the submission, those records will be deleted and replaced with the records in the transmission. If the student was not on the database prior to the submission, his records will be added. Again, only students with error-free records will be updated.

Viewing Errors on the upload file

Left click the date link under **Load Begin** in the grid before clicking the **View Errors** button to view the error report on the screen

The screenshot shows the 'Student Transcript System' interface. At the top, there is a navigation bar with links: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. Below this, the user is logged in as '017 East Baton Rouge Parish'. The main form area includes a 'Beginning School Session Year' dropdown set to '2012', radio buttons for 'Delete all existing students?' and 'Validate only?' (both set to 'No'), and a 'File to upload:' field with a 'Browse...' button. Below the form are four buttons: 'Upload My File Now', 'View Upload Status', 'View Errors' (highlighted in yellow), and 'View Input Data'. At the bottom, there is a 'History' section with a 'Refresh' button and a table of upload history.

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
10/30/2012 12:29:13 PM	apptst10	10100	49	0	49	0	Complete	10/30/2012 12:29:15 PM
10/30/2012 10:33:25 AM	apptst10	10100	49	0	49	0	Complete	10/30/2012 10:33:28 AM
10/29/2012 8:58:51 AM	apptst10	10100	49	0	49	0	Complete	10/29/2012 9:45:44 AM
10/26/2012 10:32:08 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 10:32:15 AM
10/26/2012 9:25:28 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 9:40:38 AM
10/26/2012 9:23:23 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 9:25:05 AM

Viewing Errors in the upload

Click the **Record Number of the error** to view the input record for the associated error and use the underline to find the Field in Error.

The screenshot shows a web browser window titled "ViewErrors - Windows Internet Explorer" with the URL "http://leads4lst.doe.louisiana.gov/". The page displays information for a sponsor "East Baton Rouge Parish" and a load begin time of "10/30/2012 12:29:13 PM". A progress bar at the top indicates the upload status, with a red line showing the progress. Below the progress bar, a table lists upload errors. The first record is highlighted with a yellow box.

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	30	017001	435895513	051 Course Site Code	017666	321 INVALID COURSE SITE CODE

At the bottom of the page, there are buttons for "Generate Error Report", "Generate Error Report By Site", a checkbox for "Mask Student ID Numbers on Report", and an "Export Errors" button.

Upload Error Reports

Click the **Generate Error Report** button to view a printable Error Report or
Click the **Generate Error Report by Site** button to view a printable Error report by site.

Sponsor: East Baton Rouge Parish
Load Begin: 10/30/2012 12:29:13 PM

STS03020120174359155632010040401252B050050500 N050050017St. Martinville Senior High School Int.

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	030	017001	435895513	051 Course Site Code	017666	321 INVALID COURSE SITE CODE

1

Generate Error Report **Generate Error Report By Site** ☐ Mask Student ID Numbers on Report **Export Errors**

Printable Error reports

Click the **Export Errors** button to print or create a text delimited file for Export to other applications.

- Students ID Number scan be masked in the printed reports.

The screenshot shows a web application window titled "ViewErrors - Windows Internet Explorer". The address bar displays "http://leads4tst.doe.louisiana.gov/". The page content includes the following information:

- Sponsor: East Baton Rouge Parish
- Load Begin: 10/30/2012 12:29:13 PM
- Buttons: Refresh, Close
- Header information: STS03020120174359155632010040401252B050050500 N050050017St. Martinville Senior High School Int.
- A progress bar with markers from 1 to 100.
- A table with the following data:

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	030	017001	435895513	051 Course Site Code	017666	321 INVALID COURSE SITE CODE

At the bottom of the page, there are four buttons: "Generate Error Report", "Generate Error Report By Site", "Mask Student ID Numbers on Report" (which is highlighted with a yellow box), and "Export Errors" (which is also highlighted with a yellow box).

Printable Errors Report

Print/view the errors in the upload by exporting into Excel or save and open with Notepad.

Sort: Baton Rouge Diocese
Begin: 11/15/2012 10:05:01 AM

Refresh

Close

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
1	030	502002		041Course Code	222099	302INVALID COURSE CODE
4	030	502002		055Quality Points Awarded Count	400	333QUAL PNT AWD CNT NOT < GRD PNT MAX CNT
2	030	502002		041Course Code	222099	302INVALID COURSE CODE
4	030	502002		041Course Code	222099	302INVALID COURSE CODE
6	030	502002		041Course Code	222099	302INVALID COURSE CODE
8	030	502002		041Course Code	222099	302INVALID COURSE CODE
0	030	502002		041Course Code	222099	302INVALID COURSE CODE
1	030	502002		041Course Code	222099	302INVALID COURSE CODE
3	030	502002		055Quality Points Awarded Count	500	332QTY PTS AWD CNT NOT = GD PT MAX CT FOR A
2	030	502002		055Quality Points Awarded Count	500	332QTY PTS AWD CNT NOT = GD PT MAX CT FOR A
3	030	502002		041Course Code	222099	302INVALID COURSE CODE
8	030	502002		041Course Code	222099	302INVALID COURSE CODE
4	030	502002		041Course Code	030711	302INVALID COURSE CODE
7	030	502002		041Course Code	222099	302INVALID COURSE CODE
0	030	502002		055Quality Points Awarded Count	500	332QTY PTS AWD CNT NOT = GD PT MAX CT FOR A
3	030	502002		041Course Code	222099	302INVALID COURSE CODE
8	030	502002		041Course Code	222099	302INVALID COURSE CODE
3	030	502002		055Quality Points Awarded Count	400	333QUAL PNT AWD CNT NOT < GRD PNT MAX CNT
4	030	502002		041Course Code	222099	302INVALID COURSE CODE
7	030	502002		041Course Code	222099	302INVALID COURSE CODE
8	030	502002		041Course Code	222099	302INVALID COURSE CODE
8	030	502002		041Course Code	222099	302INVALID COURSE CODE
6	030	502002		041Course Code	222099	302INVALID COURSE CODE
3						

Generate Error Report Generate Error Report By Site ☐ Mask Student ID Numbers on Report **Export Errors**

Major Functions in STS-Online

STS Records

Adding a new Student requires at least two records per student:

- *The Student Record*
 - Student Information-*One Record Per Student*
- *The Transcript Record*
 - Transcript Information -Multiple Records Per Student
 - Courses taken by the student
 - Grades received for courses taken

There are required field and specific formatting requirements for each field on both the Student and Transcript record and if data is entered incorrectly an error message will appear on the screen.

A Student Record cannot be added without at least one Transcript Record

See the user guide for help on correcting errors, error codes and input requirements.

Entering Student Records Online

If you do not upload new students in batch files there are **two online** ways to add a new student to STS:

A student without records at another Louisiana school

1. Enter the record by typing/adding all of the student's information **manually**

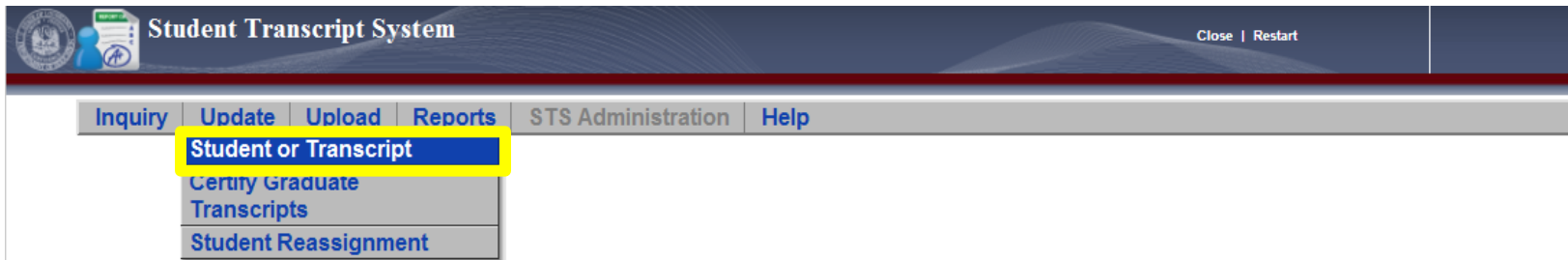
A student with records at another Louisiana school

2. Add the student online using the “**Student Reassignment**” function or “**Copy**” from within your district on the update screen

Manually Entering a Student

Manually entering a student:

- Navigate the menu bar to **Update** and select **Student or Transcript**



The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Announcements:

Sites List

The Site List Screen displays:

- the beginning school session year available to the user
- links to each school available to the user
 - click the site code link to view the list of students

Student Transcript System
Site List (Update Mode)

Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#) [Trial version. Buy it now](#)

Beginning School Session Year: 2014 ▾


Sponsor: 052 ▾ St. Tammany Parish

Site Code	Site Name
052013	Covington High School
052026	Mandeville High School
052029	Pearl River High School
052035	Salmen High School
052037	Slidell High School
052039	Northshore High School
052052	Fontainebleau High School
052061	Lakeshore High School
052800	Scholarship
052801	Scholarship-Unregistered
*** END OF SITE LIST ***	

Student List Screen

The Student List Screen displays:

- A list of students at the school and other non personally identifying information
 - Select the student by clicking on the **State ID**
 - or by typing in the **Search** box for quick searching
 - sorted by **State ID**, **Name**, or **Grade** by clicking on the appropriate down arrow.

 **Student Transcript System**
Student List (Update Mode) Close | Restart

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)


Beginning School Session Year: 2014 ▾
Sponsor: 040 Rapides Parish [ADD A NEW STUDENT](#)
Site: 040003 Alexandria Senior High School
Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID ▾	Name ▾	Birth Date	Gender	Grade ▾
100198463	A AAA	01/10/1754	M	12
100017162	L ABD	01/10/1754	F	10
100035544	N ABD	01/24/1754	M	09
100094826	R ABD	01/24/1754	F	11
100015905	D ADA	01/08/1753	F	T9
100191798	A AGU	01/25/1754	M	12

Student List Screen

On the Student List Screen:

- Click the **Add a New Student** button to add a new Student

**Student Transcript System**
Student List (Update Mode)Close | Restart

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Beginning School Session Year:

Sponsor: 040 Rapides Parish **ADD A NEW STUDENT**

Site: 040003 Alexandria Senior High School

Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID ▼	Name ▼	Birth Date	Gender	Grade ▼
100198463	A AAA	01/10/1754	M	12
100017162	L ABD	01/10/1754	F	10
100035544	N ABD	01/24/1754	M	09
100094826	R ABD	01/24/1754	F	11
100015905	D ADA	01/08/1753	F	T9
100191798	A AGU	01/25/1754	M	12
100100170	A AGU	01/10/1754	F	09

Add a Student Screen

The Add a Student Record Screen on the top portion of the screen:

- Type personally identifiable information in each box or select a drop down arrow.

Student Transcript System Close | Restart

Add a Student

Site List | Student List | Core Progress | Home | Help

6/25/2015 12:50 PM

First Middle Last Suffix

BSSY: 2014

Sponsor: 040 Rapides Parish

Site: 040003 Alexandria Senior High School

State ID #:

Birth Date:

Parental Consent: No

Gender:

Local ID #:

Grad Date:

Acad. Endor.: N/A

C/T Endor.: N/A

Ethnicity: Hispanic: Y ☐ N ☐ Race: Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☐ White ☐

Diploma Path: Core 4

Last Update: Grade: T9

Grade 9

Entry BSSY:

Anticipated Grad BSSY:

Met GEEIEOC? ☐

Local Rank: of

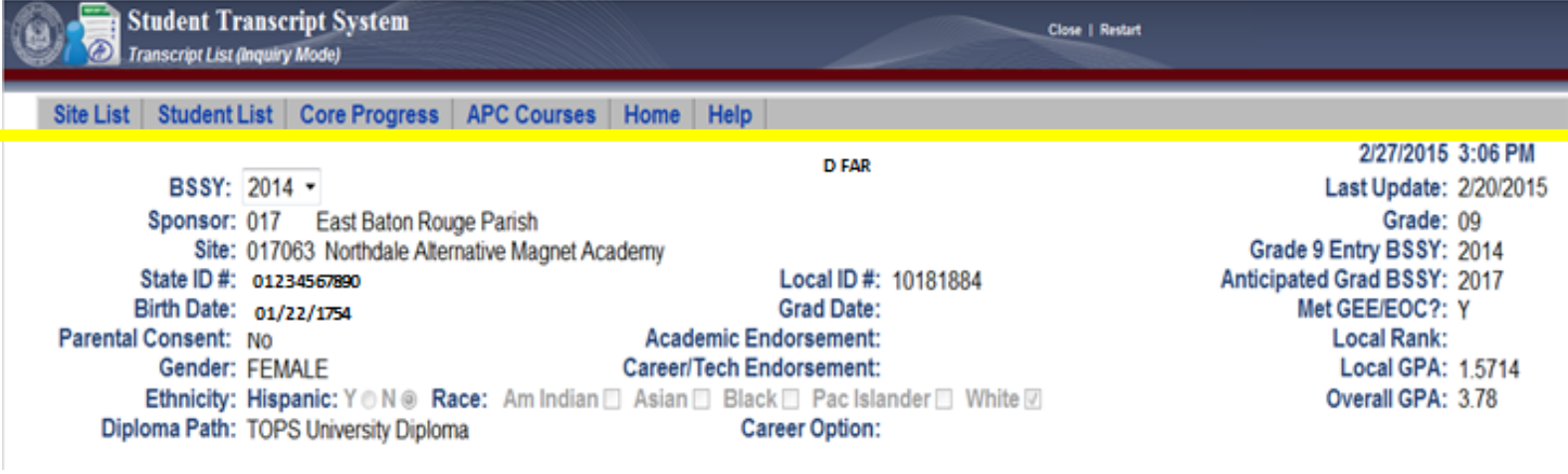
Local GPA:

Overall GPA: n/a

Elements on the Student Record

Elements on the Student Record

- **BSSY:** Beginning School Session Year (for the 2014-2015 school year, the BSSY is 2014)
- **Local ID:** Required field entered by the school, must be unique by LEA
- **Grad Date:** The date all graduation requirements were met
- **Overall GPA:** Calculated by the STS using the courses on the transcript record
- **Diploma Path:** The diploma type the student is progressing toward for graduation



The screenshot displays the 'Student Transcript System' interface in 'Inquiry Mode'. A yellow box highlights the student record details. The record includes fields for BSSY (2014), Sponsor (017 East Baton Rouge Parish), Site (017063 Northdale Alternative Magnet Academy), State ID # (01234567890), Birth Date (01/22/1754), Parental Consent (No), Gender (FEMALE), Ethnicity (Hispanic: Y), Race (White checked), Diploma Path (TOPS University Diploma), Local ID # (10181884), Grad Date, Academic Endorsement, Career/Tech Endorsement, Career Option, and GPA (Local: 1.5714, Overall: 3.78). The interface also shows a 'D FAR' status, a timestamp of 2/27/2015 3:06 PM, and a last update of 2/20/2015.

Field	Value
BSSY	2014
Sponsor	017 East Baton Rouge Parish
Site	017063 Northdale Alternative Magnet Academy
State ID #	01234567890
Birth Date	01/22/1754
Parental Consent	No
Gender	FEMALE
Ethnicity	Hispanic: Y
Race	Am Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Pac Islander <input type="checkbox"/> White <input checked="" type="checkbox"/>
Diploma Path	TOPS University Diploma
Local ID #	10181884
Grad Date	
Academic Endorsement	
Career/Tech Endorsement	
Career Option	
Local GPA	1.5714
Overall GPA	3.78

Adding a Transcript Record

Add a Transcript record at the bottom of the screen below the student record:

- Type information in each box, select a drop down arrow or click the course link on the **Transcript** record
- Click submit after entering both the Student record and the first Transcript Record to *manually* add the student

TRANSCRIPT
RECORD

1 of 1

Course Beg. Year:

Letter Grade: A ▾

Course Part Number:

Semester: Y1 YEAR LONG COURSE ▾

Course Type Cd: REGULAR ▾

Dis. Lrn. Type Cd: N/A ▾

Course Sponsor: 040 Rapides Parish

Course Site: 040003 Alexandria Senior High School

Course Site Name:

Transcpt Crs Name:

Course:

Grade Point Max: 4.00

Qual. Pts. Awrd Cnt: 0.00

Credit Attempted: 1.00

Credit Earned: 1.00

Core Cur. Waiver: N ▾

Local Course Cd:

DEPostSecCreditHr: 0.00

DE Secondary Site:

Submit

Elements on a Transcript Record

Elements on the Transcript Record

- **Course Part Number:** Designates which part of the course this record is for
- **Qual. Pts. Award Cnt:** Maximum number of quality points a student could have earned and represents the grading system entered
- **Credit Attempted:** Maximum number of credits a student could have earned
- **Credit Earned:** Number of credits student actually earned
- **Course Beg. Year:** Designates the section of the year in which the course in this record was taken

TRANSCRIPT RECORD		1 of 24	Next
Course Beg. Year: 2011	Course: 122501 SPANISH I		
Letter Grade: A	Grade Point Max: 4.00		
Course Part Number:	Qual. Pts. Awrd Cnt: 4.00		
Semester: Y1 - YEAR LONG COURSE	Credit Attempted: 1.00		
Course Type Cd: RG - REGULAR	Credit Earned: 1.00		
Dis. Lrn. Type Cd:	Core Cur. Waiver: N		
Course Sponsor: 052 St Tammany Parish Schools	Local Course Cd:		
Course Site: 052013 Covington High School	DE PostSec CreditHrs: 0.00		
Course Site Name:	DE Secondary Site:		
Transcpt Crs Name:			

Graduation date - No Override

Entering the Graduation Date on the student's record:

Verify Core Progress or the STS Q06 (Core Progress Detail Report)

- Ensure that all Category Requirements have been met.

Enter the Grad Date, click save, and exit by clicking on Home.

- The GPA Calculation will process.
- If the student doesn't meet the requirements for graduation then the Grad Date is removed and the student is marked as needing an override.
- If no override is needed verify the courses on the students transcript record are entered properly.
 - Verify course part numbers are properly entered.
 - Verify courses will meet the category requirement for the student based on 9th grade entry year and diploma path.

Graduating a Student -Online

If the student does meet the requirements for graduation then the Grad Date will remain on the record.

Verify **Parental Consent** and verify the Official Transcript has been successfully submitted by clicking on the **View Official Transcript Status** link.

State ID #: 4551943118

Local ID #: 9040495

Anticipated Grad BSSY: 2018

Met GEE/EOC?: [\(show by subject\)](#)

Local Rank: 2.5000

Overall GPA: 2.50

Parental Consent: Yes

Ethnicity: Hispanic: ☒ N ☐ Race: Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☐

Diploma Path: TOPS Tech Jump Start Career Diploma

Career Option: T06 MAN,CONST,CRFTS,LOG

[Endorsements and Credentials:](#) Click to show

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2014	010301	AGRISCIENCE I		B	
2014	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	
2014	120331	ENGLISH I		C	
2014	150802	PHYSICAL SCIENCE		B	
2014	160321	ALGEBRA I		B	
2014	190105	PHYSICAL EDUCATION I		A	
2014	190500	HEALTH EDUCATION		A	
2014	220501	CIVICS-1st SEMESTER		B	
2015	010302	AGRISCIENCE II		A	
2015	080405	EDUCATION FOR CAREERS PART I (1/2 CREDIT)		B	
2015	080406	EDUCATION FOR CAREERS PART II (1/2 CREDIT)		B	
2015	120332	ENGLISH II		D	
2015	150301	BIOLOGY		F	
2015	160323	GEOMETRY		D	
2015	190106	PHYSICAL EDUCATION II		B	
2015	220403	U. S. HISTORY		D	
** End of Transcript List **					

[View Official Transcript Status](#)

Graduating a Student -Online

The **View Official Transcript Status** link is found at the bottom of the Transcript List Screen.

Shows the **Current OTS Rejection Reasons**, **The Official Transcript History** and a **Draft of the Transcript** can be viewed.

Current OTS Rejection Reasons

OTS Rejection Reasons

The Graduation Date must be set
The Site must be Graduate Certified

Official Transcript History

BSSY	LEA	StatusCd	Status Reason	Status Date
2015	001	S		5/13/2016 2:37:59 PM
2015	001	S		8/4/2016 3:32:07 PM

Generate Unofficial Transcript

Graduating a Student -Online

Several Categories are not met and the graduation date would not be allowed on this student's record.

Ethnicity: Hispanic: Y ☐ N ☒ Race: Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☐ White ☒
Diploma Path: TOPS University Diploma Career Option:
[Endorsements](#)
[and Credentials:](#) Click to show

Overall GPA: 3.28

TOTAL CREDITS EARNED : 14.00

NOT ALL OF THE TOPS UNIVERSITY DIPLOMA CURRICULUM REQUIREMENTS HAVE BEEN MET.

17 Categories are required for TOPS University Diploma Award.

8 Categories are needed to fulfill TOPS University Diploma requirements.

SITE HAS NOT BEEN CERTIFIED

Core GPA 3.20 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 40.00/12.50 = 3.20

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	B	3.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	B	3.00
ENGLISH III	N	1.00	0.00			0.00
ENGLISH IV	N	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	B	3.00
GEOMETRY	Y	1.00	1.00	GEOMETRY	B	3.00
ALGEBRA II	Y	1.00	1.00	ALGEBRA II	B	3.00
MATH - 4TH UNIT	N	1.00	0.00			0.00

Graduation Date - Override

Entering the Graduation Date on the student's record where an override is needed:

Enter the Grad Date, click save, and exit by clicking on Home.

- The GPA Calculation will process.
- If the student doesn't meet the requirements for graduation then the Grad Date is removed and the student is marked as needing an override.

Click Update, Student or Transcript locate the student and verify the Grad Date has been removed.

- Add the Grad Date again and save, this time the override popup will show
- The GPA Calculation will run again but will see an override reason and allow the Grad Date to remain.

Graduating a Student -Online

If the student does meet the requirements for graduation then the Grad Date will remain on the record.

Verify **Parental Consent** and verify the Official Transcript has been successfully submitted by clicking on the **View Official Transcript Status** link.

State ID #: 4551943118

Local ID #: 9040495

Anticipated Grad BSSY: 2018

Met GEE/EOC?: [\(show by subject\)](#)

Local Rank: 2.5000

Overall GPA: 2.50

Parental Consent: Yes

Ethnicity: Hispanic: ☒ N ☐ Race: Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☐

Diploma Path: TOPS Tech Jump Start Career Diploma

Career Option: T06 MAN,CONST,CRFTS,LOG

[Endorsements and Credentials:](#) Click to show

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2014	010301	AGRISCIENCE I		B	
2014	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	
2014	120331	ENGLISH I		C	
2014	150802	PHYSICAL SCIENCE		B	
2014	160321	ALGEBRA I		B	
2014	190105	PHYSICAL EDUCATION I		A	
2014	190500	HEALTH EDUCATION		A	
2014	220501	CIVICS-1st SEMESTER		B	
2015	010302	AGRISCIENCE II		A	
2015	080405	EDUCATION FOR CAREERS PART I (1/2 CREDIT)		B	
2015	080406	EDUCATION FOR CAREERS PART II (1/2 CREDIT)		B	
2015	120332	ENGLISH II		D	
2015	150301	BIOLOGY		F	
2015	160323	GEOMETRY		D	
2015	190106	PHYSICAL EDUCATION II		B	
2015	220403	U. S. HISTORY		D	
** End of Transcript List **					

[View Official Transcript Status](#)

Graduating a Student -Manual Override

Entering the Graduation Date on the student's record:

Verify Core Progress or the STS Q06 (Core Progress Detail Report)

- All Category Requirements should be met.

Enter the Grad Date, click save, and exit by clicking on Home.

- The GPA Calculation will run
- If the student doesn't meet the requirements for graduation then the Grad Date is removed and the student is marked as needing an override.

Click Update, Student or Transcript locate the student and verify the Grad Date has been removed.

- Add the Grad Date again and save, this time the override popup will show
- The GPA Calculation will run again but will see an override reason and allow the Grad Date to remain.

Manual Override

Select the appropriate **BSSY** and enter the **Sponsor Code** for the school the student previously attended, and enter the student's **State ID Number** and press to enter to locate the student then submit

- If you don't know the sponsor code of the student's previous school, you can look it up using the Sponsor List button
- The New Sponsor and New site fields will default to your school
- If the student is reassigned from another LEA, the data will be **copied**
If the reassignment is within the same LEA, the data will be **moved**

The screenshot shows the 'Student Transcript System' interface for 'Student Reassignment'. At the top, there is a navigation bar with links: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, Help, Trial version, and Buy it now. The date and time '12/29/2014 2:49:17 PM' are displayed on the right. The main form area contains several fields: 'Beginning School Session Year' (a dropdown menu set to 2014), 'Copy From Sponsor' (a dropdown menu), 'Copy From Site' (a dropdown menu), 'State ID Number' (a text input field), and 'Local ID Number' (a text input field). A yellow box highlights the instruction: 'Please enter BSSY, Current Sponsor and State ID, then press SUBMIT'. Below these fields, there are sections for 'Name', 'Gender', 'Birth Date', 'Ethnicity', 'Grade 9 Entry BSSY', 'Grad Date', and 'Grade'. At the bottom, there are two dropdown menus for 'New Sponsor' (set to '052: St. Tammany Parish') and 'Select New Site' (set to '052013: Covington High School'). There are 'Submit' and 'Reset' buttons at the bottom right.

Manual Override

- If your error report includes 12th grade student records with graduation dates that do not meet graduation requirements a manual/online override will be required.
- The record will be loaded to the database with the graduation date removed.
- Online updating/validation along with a reason for the override will be required before the graduation date can be placed on the record.

If the student's record only needs to be updated with the missing requirement make the correction and reload the student.

Students Needing Overrides

Click **View Override** for a list of students who do not meet graduation requirements and need a manual override to enter the graduation date.

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

052 St. Tammany Parish

Beginning School Session Year:

2014

Delete all existing students?

☒ No ☐ Yes

Validate only?

☒ No ☐ Yes

File to upload:

Certificate(s) upload:



History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
1/6/2015 9:17:14 AM	apptst17	3038	15	0	15	0	Complete	1/6/2015 9:17:15 AM
1/6/2015 9:06:48 AM	apptst17	3038	15	0	15	0	Complete	1/6/2015 9:06:48 AM
1/6/2015 9:04:42 AM	apptst17	3038	15	0	15	0	Complete	1/6/2015 9:04:43 AM
1/6/2015 8:49:28 AM	apptst17	3038	15	0	0	15	Complete	1/6/2015 8:49:29 AM
1/6/2015 7:19:10 AM	apptst17	18786	93	0	0	93	Complete	1/6/2015 7:19:13 AM
1/5/2015 5:23:37 PM	apptst17	18786	93	0	0	93	Complete	1/5/2015 5:23:40 PM

1 2 3 4 5 6 7 8 9 10 ...

Onscreen Error Location

The onscreen error report shows the requirement not met.

Student Transcript System Close | Restart

Site Link: <http://leads4tst.doe.louisiana.gov/> - ViewErrors - Windows Internet Explorer

Sponsor: St. Tammany Parish
Load Begin: 1/6/2015 9:17:14 AM
Refresh Close

Input Record: D 60 Wonka 08171998BF12201012122014016 J3H NNNYNTUY
60 70 80 90 100 110 120 130 140

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
1	020	052013	999225555	021 Passed GEE flag	N	218 GEE FLAG NOT 'Y' OR 'E'

1

Generate Error Report Generate Error Report By Site ☐ Mask Student ID Numbers on Report Export Errors

javascript:__doPostBack('DataGrid1\$ctl2\$_ctl1','')

Beginning School
Delete all existing
Validate only
File to upload
Certificate(s)
Upload My File
Refresh
Load Begin
1/6/2015 9:17:14 AM
1/6/2015 9:06:14 AM
1/6/2015 9:04:14 AM
1/6/2015 8:49:14 AM
1/6/2015 7:19:14 AM
1/5/2015 5:23:14 AM
1 2 3 4 5 6 7 8

Manual Override

- After verifying and updating the student records manually and the graduation requirements are being waived or can not be met an **Override** Popup will be displayed on screen.
- Type in a reason for adding the graduation date to the record that does not meet the graduation requirements.

Student Transcript System
Transcript List (Update Mode)

Close | Restart

Site List Student List Transcript List Core Program

First: WILLIE

BSSY: 2014
Sponsor: 052 St. Tammany Parish
Site: 052052 Fontainebleau High School
State ID #: 999225555
Birth Date: 08/17/1998
Parental Consent: No
Gender: FEMALE

Ethnicity: Hispanic: Y N Race: Am Indian
Diploma Path: TOPS Tech Jump Start Career Diploma

Suffix:

Last Update: 1/6/2015 9:57 AM
Grade: 12
Grade 9 Entry BSSY: 2011
Anticipated Grad BSSY: 2014
Met GEE\EOC? Y
Local Rank: of
Local GPA:
Overall GPA: 1.83

Override

Please enter the reason for graduating the student

Reason:

☐ I affirm that this student has met all requirements for graduation per BESE policy

Course BSSY	Course Code	Requirement to graduate	Number	Letter Grade	Local Code
2014	010301	AGR		C	711000
2014	010301	AGR		C	711000
2014	010365	SMALL ANIMAL CARE AND MANAGEMENT (1/2 CREDIT)	1	D	710000
2014	120331	ENGLISH I	2	B	100100
2014	120332	ENGLISH II	1	D	100200
2014	120332	ENGLISH II	1	D	100200
2014	150301	BIOLOGY	2	C	411000
2014	150310	ENVIRONMENTAL SCIENCE	1	C	457000
2014	150310	ENVIRONMENTAL SCIENCE	2	D	457000
2014	160321	ALGEBRA I	1	D	302000
2014	160321	ALGEBRA I	2	F	302000
2014	190105	PHYSICAL EDUCATION I	1	A	951100
2014	190105	PHYSICAL EDUCATION I	2	A	951200
2014	220403	U. S. HISTORY	1	D	221000
** End of Transcript List **					

Give reason for Override

Student Transcript System
Transcript List (Update Mode)

Close | Restart

1/6/2015 9:57 AM

Site List Student List Transcript List Core Prog

First WILLIE

BSSY: 2014
Sponsor: 052 St. Tammany Parish
Site: 052052 Fontainebleau High School
State ID #: 999225555
Birth Date: 08/17/1998
Parental Consent: No
Gender: FEMALE

Ethnicity: Hispanic: Y ☐ N ☒ Race: Am India
Diploma Path: TOPS Tech Jump Start Career Diploma

Override

Please enter the reason for graduating the student

Reason:
There really is a good reason, trust me!

☒ I affirm that this student has met all requirements for graduation per BESE policy

Cancel Submit

Requirement to graduate


For a list of graduation requirements refer to Bulletin 741 for the student's ninth grade entry year.

Course BSSY	Course Code		Letter Grade	Local Code
2014	010301	AGR	C	711000
2014	010301	AGR	C	711000
2014	010365	SMALL ANIMAL CARE AND MANAGEMENT (1/2 CREDIT)	D	710000
2014	120331	ENGLISH I	B	100100
2014	120332	ENGLISH II	D	100200
2014	120332	ENGLISH II	D	100200

Overall GPA: 1.83

Submit

Record Updated

**Student Transcript System**
Transcript List (Update Mode)

Close | Restart

Site List | Student List | **Transcript List** | Core Progress | APC Courses | Home | Help | Trial version. [Buy it now](#)

1/6/2015 9:58 AM

First Middle Last Suffix

BSSY: 2014

Sponsor: 052 St. Tammany Parish

Site: 052052 Fontainebleau High School

State ID #: 999225555

Birth Date:

Parental Consent:

Gender:

Local ID #:

Grad Date:

Acad. Endor.:

C/T Endor.:

Ethnicity: Hispanic: ☒ Y ☐ N ☒ Race: Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☐

Diploma Path: Career Option:

Last Update: 1/6/2015

Grade:

Grade 9 Entry BSSY:

Anticipated Grad BSSY: 2014

Met GEEIEOC?


Local Rank: of

Local GPA:

Overall GPA: N/A

RECORD UPDATED

Verify Correct



Student Transcript System
 Transcript List (Update Mode)
 Close | Restart

[Site List](#)
[Student List](#)
[Transcript List](#)
[Core Progress](#)
[APC Courses](#)
[Home](#)
[Help](#)

1/6/2015 9:59 AM

First Middle Last Suffix

BSSY: 2014
 Sponsor: 052 St. Tammany Parish
 Site: 052052 Fontainebleau High School
 State ID #: 999225555
 Birth Date:
 Parental Consent:
 Gender:

Local ID #:
 Grad Date:
 Acad. Endor.:
 C/T Endor.: 

Last Update: 1/6/2015
 Grade:
 Grade 9 Entry BSSY:
 Anticipated Grad BSSY: 2014
 Met GEEIEOC?
 Local Rank: of
 Local GPA:

Ethnicity: Hispanic: ☐ Y ☒ N ☐ Race: Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☐
 Diploma Path: Career Option:

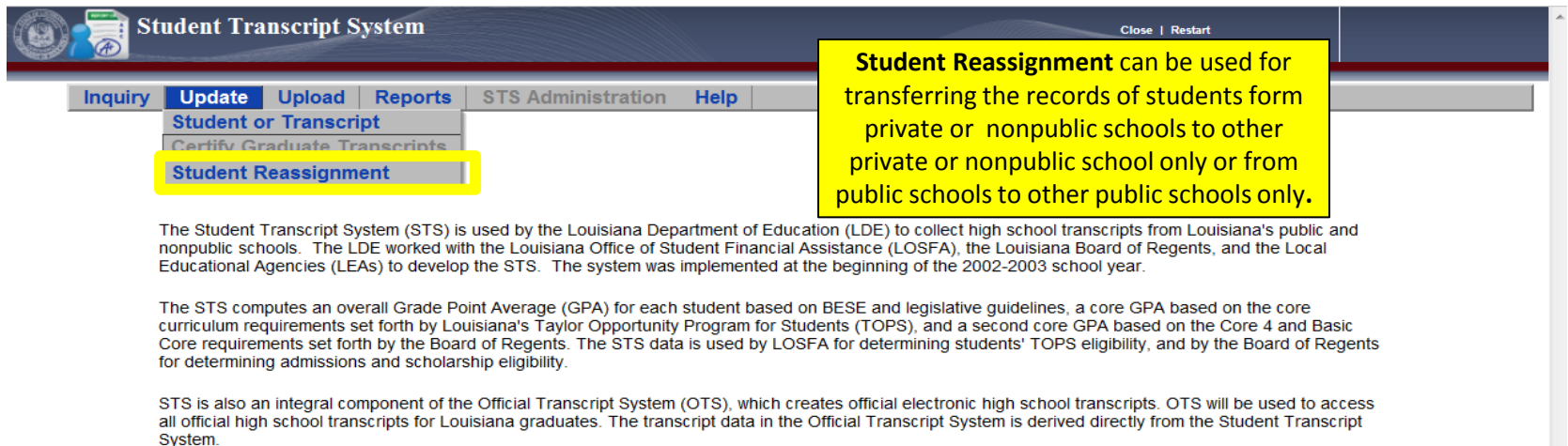
Overall GPA: 1.83

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2014	010301	AGRISCIENCE I	2	C	711000
2014	010301	AGRISCIENCE I	2	C	711000
2014	010365	SMALL ANIMAL CARE AND MANAGEMENT (1/2 CREDIT)	1	D	710000
2014	120331	ENGLISH I	2	B	100100
2014	120332	ENGLISH II	1	D	100200
2014	120332	ENGLISH II	1	D	100200
2014	150301	BIOLOGY	2	C	411000
2014	150310	ENVIRONMENTAL SCIENCE	1	C	457000
2014	150310	ENVIRONMENTAL SCIENCE	2	D	457000
2014	160321	ALGEBRA I	1	D	302000
2014	160321	ALGEBRA I	2	F	302000
2014	190105	PHYSICAL EDUCATION I	1	A	951100
2014	190105	PHYSICAL EDUCATION I	2	A	951200
2014	220403	U. S. HISTORY	1	D	221000
** End of Transcript List **					

Reassigning a Student

Reassigning a student:

- Place your cursor over **Update** to view the Update Options and click **Student Reassignment**



Student Transcript System Close | Restart

Inquiry **Update** Upload Reports STS Administration Help

Student or Transcript
Certify Graduate Transcripts
Student Reassignment

Student Reassignment can be used for transferring the records of students from private or nonpublic schools to other private or nonpublic school only or from public schools to other public schools only.

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Announcements:

The Student Reassignment Screen

Select the appropriate **BSSY** and enter the **Sponsor Code** for the school the student previously attended, and enter the student's **State ID Number** and press to enter to locate the student then submit

- If you don't know the sponsor code of the student's previous school, you can look it up using the Sponsor List button
- The New Sponsor and New site fields will default to your school
- If the student is reassigned from another LEA, the data will be **copied**
If the reassignment is within the same LEA, the data will be **moved**

Student Transcript System
Student Reassignment

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help Trial version. Buy it now

12/29/2014 2:49:17 PM

Beginning School Session Year: 2014

Copy From Sponsor:

Sponsor List

Copy From Site:

State ID Number:

Local ID Number:

Please enter BSSY, Current Sponsor and State ID, then press SUBMIT

Birth Date:

Name:

Ethnicity:

Gender:

Grade 9 Entry BSSY:

Grad Date:

New Sponsor: 052: St. Tammany Parish

Select New Site: 052013: Covington High School

Submit Reset

Moving the Student

If the student is located verify the new site code has defaulted to your school and click the **Move Student** button

If you don't know the Sponsor Number of the LEA click the **Sponsor List** button to go to the Sponsor List Search Screen shown on the next slide.

Student Transcript System
Student Reassignment

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

12/29/2014 3:02:07 PM

Beginning School Session Year:

Copy From Sponsor: 052 St. Tammany Parish

Copy From Site: 055555 high School

State ID Number: 0123457890 Local ID Number:

Please select a new site code to move Student

Birth Date: 01/22/1754 Ethnicity: Non-Hispanic, White Gender: FEMALE

Grade 9 Entry BSSY: 2010 Grad Date: Grade: 12

New Sponsor: 052: St. Tammany Parish

Select New Site: 052013: Covington High School

Move Student Reset

Sponsor List Search Screen

Select the Sponsor Code or type in the name and press Enter to return to the Reassignment Screen.

Louisiana Department of Education - Student Transcript System - Sponsor List - Windows Internet Explorer provided by LOSFA

Student Transcript System
Sponsor List

Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Administration | Home | Help

Beginning School Session Year: 2011

Search: << Type up to 6 letters from anywhere in the name and press Enter.

Sponsor Code	Sponsor Name
001	Acadia Parish
002	Allen Parish
003	Ascension Parish
004	Assumption Parish
005	Avoyelles Parish
006	Beauregard Parish
007	Bienville Parish
008	Bossier Parish
009	Caddo Parish
010	Calcasieu Parish
011	Caldwell Parish
012	Cameron Parish

1 2 3 4 5 ...

Reassignment request Screen

If the reassignment is within the same LEA, the data will be **moved**

- Click the **Submit** button to begin the **Move** process

Student Transcript System
Student Reassignment

Close | Restart

12/29/2014 3:02:07 PM

Site List Inquiry Update Upload Reports STS Administration Home Help

Beginning School Session Year 2014

Copy From Sponsor: 052 St. Tammany Parish

Copy From Site: 055555 Mandeville High School

State ID Number: 0123457890

Local ID Number: 10491348

Please select a new site code and press Move Student

Name: D FAR

Birth Date: 01/22/1754

Ethnicity: Non-Hispanic, White

Gender: FEMALE

Grade 9 Entry BSSY: 2010

Grad Date:

Grade: 12

New Sponsor: 052: St. Tammany Parish

Select New Site: 052013: Covington High School

Submit

Reset

Move Completed

If the student has been successfully moved a message indicating the student's transcript data was successfully moved to your site will display on the screen

The screenshot displays the 'Student Transcript System' interface for 'Student Reassignment'. The top navigation bar includes links for Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. A timestamp of 12/29/2014 3:02:07 PM is shown in the top right. The main form area contains the following fields and values:

- Beginning School Session Year: 2014
- Copy From Sponsor: 052 St. Tammany Parish
- Copy From Site: 055555 Mandeville High School
- State ID Number: 0123457890
- Local ID Number: 10491348

A yellow highlighted message box states: **Student 01234567890 has been successfully moved to Covington High School**

Below the message, the following student information is displayed:

- Name: D FAR
- Birth Date: 01/22/1754
- Ethnicity: Non-Hispanic, White
- Gender: FEMALE
- Grade 9 Entry BSSY: 2010
- Grad Date:
- Grade: 12

At the bottom, there are two dropdown menus for reassignment:

- New Sponsor: 052: St. Tammany Parish
- Select New Site: 052013: Covington High School

Buttons for 'Move Student' and 'Reset' are located at the bottom of the form.

Copy Student Button

If the student is reassigned from another LEA, the data will be **copied**

- Click the **Copy Student** button to copy data to your site

Student Transcript System
Student Reassignment

Close | Restart

12/29/2014 3:02:07 PM

Site List Inquiry Update Upload Reports STS Administration Home Help

Beginning School Session Year

Copy From Sponsor: 052 St. Tammany Parish Sponsor List

Copy From Site: 055555 Mandeville High School

State ID Number: 0123457890 Local ID Number: 10491346

Please select a new site code and press Copy Student

Name: D FAR

Birth Date: 01/22/1754 Ethnicity: Non-Hispanic, White Gender: FEMALE

Grade 9 Entry BSSY: 2010 Grad Date: Grade: 12

New Sponsor: 052: St. Tammany Parish

Select New Site: 052013: Covington High School

Copy Student Reset

Copying Completed

If the student has been successfully copied a message indicating the student's transcript data was successfully copied to your site

The screenshot displays the 'Student Transcript System' interface. At the top, there is a navigation bar with links: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. A 'Close | Restart' link is also visible. The date and time '12/29/2014 3:02:07 PM' are shown in the top right. Below the navigation bar, there are input fields for 'Beginning School Session Year', 'Copy From Sponsor' (052), 'Copy From Site' (055555), and 'State ID Number' (0123457890). The 'Copy From' information is associated with 'St. Tammany Parish' and 'Mandeville High School'. A 'Sponsor List' button is present. A yellow highlighted message box states: 'Student 01234567890 successfully copied to Covington High School'. Below this, student details are shown: 'Name: D FAR', 'Birth Date: 01/22/1754', 'Ethnicity: Non-Hispanic, White', 'Gender: FEMALE', 'Grade 9 Entry BSSY: 2010', 'Grad Date:', and 'Grade: 12'. At the bottom, there are dropdown menus for 'New Sponsor' (052: St. Tammany Parish) and 'Select New Site' (052013: Covington High School), along with 'Copy Student' and 'Reset' buttons.

Student Transcript System
Student Reassignment

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

12/29/2014 3:02:07 PM

Beginning School Session Year:

Copy From Sponsor: 052 St. Tammany Parish Sponsor List

Copy From Site: 055555 Mandeville High School

State ID Number: 0123457890 Local ID Number: 10491348

Student 01234567890 successfully copied to Covington High School

Name: D FAR

Birth Date: 01/22/1754 Ethnicity: Non-Hispanic, White Gender: FEMALE

Grade 9 Entry BSSY: 2010 Grad Date: Grade: 12

New Sponsor: 052: St. Tammany Parish

Select New Site: 052013: Covington High School

Copy Student Reset

Core Reference Tables

Core Reference Tables

Hover the mouse over **Inquiry** and then click on **Core Reference Tables**



Student Transcript System Close | Restart

Home Inquiry Download Reports STS Administration Help

Core Reference Tables
Student Data

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

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/S/AppUser/v1

Category Type Selection

Click the Curriculum Type Code (**C4**) to display the Core 4 diploma curricula.


Inquiry	Update	Upload	Reports	STS Administration	Home	Help
BSSY: 2014 ▾						
Select a Curricula		Core Curricula: C4 CORE 4		CU Req	Eff Grad	Exp Grad
Select a Category		Core Category: 01 ENGLISH I		1.00	2011	
Select a Set		Core Set: 001 ENGLISH I		1.00	2011	
Cat. Set BSSY:						
Sponsor:						
Site:						

Use buttons to select other Curricula, Categories and Sets.

Curr. Type Code	Core Curricula Description	Career Option Required?	Effective Graduation BSSY	Expiration Graduation BSSY
C4	CORE 4		2011	
C5	BASIC CORE	Y	2011	
C6	CORE 4 WITH CTE	Y	2011	
CA	TOPS TECH JUMP START CAREER DIPLOMA	Y	2014	
R1	TOPS OPPORTUNITY, PERFORMANCE AND HONORS		2002	
T1	TOPS TECH OPTION 1		2002	
T2	TOPS TECH OPTION 2	Y	2002	

Curricula Type Selection

Click the **Select a Category** to display the categories that must be met for the curricula.


Student Transcript System
Core Reference Tables Inquiry

Close | Restart

Update

Upload

Inquiry

Update

Upload

Reports

STS Administration

Home

Help

BSSY: 2014 ▼

Select a Curricula

Select a Category

Select a Set

Core Curricula: C4 CORE 4

Core Category: 01 ENGLISH I

Core Set: 001 ENGLISH I

Cat. Set BSSY:

Sponsor:

Site:

CU Req

Eff Grad

Exp Grad

1.00

2011

1.00

2011

Core Category Selection

Select the **Category Type Code** to display the courses needed for the **(01) English I** category.

Inquiry	Update	Upload	Reports	STS Administration	Home	Help		
BSSY: 2014 ▼						CU Req	Eff Grad	Exp Grad
Select a Curricula		Core Curricula: C4 CORE 4					2011	
Select a Category		Core Category: 01 ENGLISH I				1.00	2011	
Select a Set		Core Set: 001 ENGLISH I				1.00	2011	
Cat. Set BSSY:								
Sponsor:								
Site:								

Use buttons to select other Curricula, Categories and Sets.

Core Category Type Code	Core Category Description	Credit Units Required	Career Option Required?	Effective Graduation BSSY	Expiration Graduation BSSY
01	ENGLISH I	1.00		2011	
02	ENGLISH II	1.00		2011	
03	ENGLISH III	1.00		2011	
04	ENGLISH IV	1.00		2011	
05	ALGEBRA I	1.00		2011	
06	GEOMETRY	1.00		2011	
07	ALGEBRA II	1.00		2011	
08	MATH - 4TH UNIT	1.00		2011	
09	BIOLOGY	1.00		2011	

Core Category Selection

Click **Select a Set** to display specific sets of courses that can be used to meet the Category Requirements.

Inquiry	Update	Upload	Reports	STS Administration	Home	Help
---------	--------	--------	---------	--------------------	------	------

Select a Curricula

Select a Category

Select a Set

BSSY: 2014 ▼

Core Curricula: C4 CORE 4

Core Category: 01 ENGLISH I

Core Set: 001 ENGLISH I

Cat. Set BSSY:

Sponsor:

Site:

CU Req

Eff Grad

Exp Grad

1.00

2011

2011

1.00

2011

2011

Core Category Selection

Click the **Category Set Code** to display the specific sets of courses that can be used to meet the Category Requirements.

Inquiry	Update	Upload	Reports	STS Administration	Home	Help
---------	--------	--------	---------	--------------------	------	------

BSSY: 2014 ▼

Select a Curricula

Select a Category

Select a Set

Core Curricula: C4 CORE 4

Core Category: 01 ENGLISH I

Core Set: 001 ENGLISH I

Cat. Set BSSY:

Sponsor:

Site:

CU Req	Eff Grad	Exp Grad
	2011	
1.00	2011	
1.00	2011	

Use buttons to select other Curricula, Categories and Sets.

Category Set Type Code	Core Set Description	Course BSSY	Sponsor Code	Site Code	Jump Start Region Code	Credit Units Required	Effective Graduation BSSY	Expiration Graduation BSSY
001	ENGLISH I					1.00	2011	
*** END OF LIST ***								

Viewing Reports

STS Reports

Can be used to:

- Determine progress towards meeting graduation requirements
- Find and correct data entry errors
- Avoid audit findings
- The STS Core Progress Reports can be distributed to students/parents to help prevent claims that TOPS progress information was not provided

STS Reports

STS contains many reports to help validate data. These reports can assist to:

- Determine progress towards meeting graduation requirements
- Find and correct data entry errors
- Avoid audit findings

In addition, the STS Core Progress Reports can be distributed to students/parents to help track TOPS Progress.

STS Reports Menu

Click the **Reports** button to view the list of reports that you are authorized to view.

Louisiana Department of Education - Student Transcript System - Site List - Windows Internet Explorer provided by LOSFA

Student Transcript System
Site List (Inquiry Mode)

Close | Restart

Inquiry Update Upload **Reports** STS Administration Home Help

Beginning School Session Year
Sponsor
To search for a Sponsor key...

Sponsor List

Site Code	Report Name
001005	STSQ01: Student Transcript Detail Download
001007	STSQ02: Student TOPS GPA Detail Download
001017	STSQ03: Regents GPA/Ranking Extract File
001021	STSQ04: Student Level Transcript Summary Report
001034	STSQ06: Core Progress Detail Report
001036	STSQ07: Detail Report
	STSQ08: Course Part Number Edit Report
	STSQ11: Regents GPA/Ranking Report
	STSQ12: Core Reference Tables Report
	STSQ13: Selected Data Element Report
	*** END OF SITE LIST ***

STSQ04: TOPS Summary Report

STSQ04:

- Can include a single grade level or multiple grade levels
- Displays one line per student
- Includes the Overall GPA
- Includes TOPS GPA for each core curriculum and a core curriculum completion indicator
 - T1 – Tech Option 1 will only be populated if the student does not have at least a 2.50 on the R1 curriculum or if they have not completed the R1 core curriculum
 - T2 – Tech Option 2 will be blank for non-public schools
- Is an excellent tool for identifying the existence of transcript errors on 12th grade students after final grades have been added

Request STSQ04 Report

Select **BSSY** – defaults to current year; **grade levels** and click the **Submit** button to request the report.

The screenshot shows the 'Student Transcript System' interface for the 'STSQ04 Report Request'. The page has a header with a logo and navigation tabs: Inquiry, Update, Upload, Reports, STS Administration, Home, Exit STS, and Help. Below the header, the title 'Student Level Transcript Summary' is on the left and the timestamp '11/29/2010 10:09 PM' is on the right. The main form area contains the following fields and options:

- BSSY:** A dropdown menu set to '2010'.
- Sponsor code:** A dropdown menu set to '019' with the text 'East Feliciana Parish' next to it.
- Site code:** A dropdown menu set to '014: East Feliciana High School'.
- Grade Levels:** Four checkboxes, all of which are checked: '9th Grade', '10th Grade', '11th Grade', and '12th Grade'.

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is highlighted with a yellow border. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

STSQ04 Report Example

Pop-Up Blocker must be turned off in Internet Explorer to receive STS reports

ReportOutput1.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

1 / 2 67.9% Find

Louisiana Department of Education / Student Transcript System
STSQ04: Student Level Transcript Summary.

Page: 1
Run Date: 11/29/2010

School session:
Sponsor:
Site:
Grade:
Anticipated graduation year:

019 E. Feliciana Parish sch.
019014 East Feliciana High School
10
2012

State ID Number	Local ID Number	Name	Birth date	Overall GPA	----- Core GPA / Core Curriculum Requirements Met -----				
					R1	T1	T2	C4	C6
1	101		0	1.78	1.83 / W	1.86 / W	2	1.75 / W	2
1	102		0	1.04	1.90 / W	1.90 / W	2	1.90 / W	2
1	103		3	1.43	1.40 / W	1.40 / W	2	1.43 / W	2
1	104		0	1.93	1.81 / W	1.84 / W	2	1.80 / W	2
1	105		0	2.33	2.18 / W	2.18 / W	2	2.33 / W	2
1	106		0	1.87	1.80 / W	1.80 / W	2	1.81 / W	2
1	107		3	2.20	2.00 / W	2.14 / W	2	2.38 / W	2
1	108		0	0.95	0.81 / W	0.81 / W	2	0.71 / W	2
1	109		3	1.89	1.84 / W	1.84 / W	2	1.40 / W	2
1	110		0	1.17	1.18 / W	1.18 / W	2	1.00 / W	2
1	111		0	2.00	1.88 / W	1.80 / W	2	1.77 / W	2
1	112		0	1.26	1.19 / W	1.17 / W	2	1.19 / W	2
1	113		0	1.71	1.76 / W	1.71 / W	2	1.78 / W	2
1	114		0	1.38	1.36 / W	1.32 / W	2	1.57 / W	2
1	115		3	2.40	2.26 / W	2.37 / W	2	2.50 / W	2
1	116		0	1.49	1.42 / W	1.42 / W	2	1.33 / W	2
1	117		3	4.00	4.00 / W	4.00 / W	2	4.00 / W	2
1	118		0	2.04	1.88 / W	1.80 / W	2	2.10 / W	2
1	119		3	3.00	2.88 / W	2.88 / W	2	2.88 / W	2
1	120		0	1.23	1.20 / W	1.16 / W	2	1.11 / W	2
1	121		3	3.31	3.28 / W	3.40 / W	2	3.44 / W	2
1	122		0	4.00	4.00 / W	4.00 / W	2	4.00 / W	2
1	123		0	3.18	3.18 / W	3.18 / W	2	3.18 / W	2
1	124		0	1.31	1.33 / W	1.27 / W	2	1.20 / W	2
1	125		0	2.18	2.00 / W	2.00 / W	2	2.00 / W	2
1	126		0	1.76	1.78 / W	1.77 / W	2	1.76 / W	2
1	127		0	1.37	1.00 / W	1.16 / W	2	1.00 / W	2
1	128		3	1.44	1.87 / W	1.40 / W	2	0.93 / W	2
1	129		0	2.27	2.37 / W	2.37 / W	2	2.33 / W	2
1	130		0	1.27	1.84 / W	1.90 / W	2	1.14 / W	2

R1 - TOPE Opportunity, Performance, minors
T1 - TOPE Tech Option 1
C4 - Core 4
C6 - Basic Core

STSQ06: TOPS Detail Report

STSQ06:

- Provides the same data as the TOPS Core Progress Screen in STS Inquiry
- Shows one page per student
- Can include a single or multiple grade levels
- Lists courses selected by STS for each TOPS Core Curriculum Category
- Shows Core categories which have not been completed are shown in Bold
- Is an excellent to distribute to parents at the beginning of the senior year

Request the STSQ06 Report

Select **BSSY**, **Core Curricula** and **Grade Levels** to include on the report.

The screenshot shows a web application titled "Student Transcript System" with a subtitle "STSQ06 Report Request". The interface includes a navigation bar with links: Inquiry, Update, Upload, Reports, STS Administration, Home, Exit STS, and Help. The main content area is titled "Core Progress Detail" and shows the date and time "11/29/2010 10:28 PM". The form contains several fields: "BSSY:" with a dropdown menu set to "2010"; "Sponsor code:" with a dropdown menu set to "397" and the text "RSD-SUNO Institute for Academic Excellence" to its right; "Site code:" with a dropdown menu set to "001: Sophie B. Wright Inst. of Academic Excellence"; "Core Curricula:" with a dropdown menu set to "C4: CORE 4"; and four checkboxes for grade levels: "9th Grade", "10th Grade", "11th Grade", and "12th Grade", all of which are checked. At the bottom of the form are "Submit" and "Reset" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites" with a 100% zoom level.

Student Transcript System
STSQ06 Report Request

Inquiry Update Upload Reports STS Administration Home Exit STS Help

Core Progress Detail 11/29/2010 10:28 PM

BSSY: 2010

Sponsor code: 397 RSD-SUNO Institute for Academic Excellence

Site code: 001: Sophie B. Wright Inst. of Academic Excellence

Core Curricula: C4: CORE 4

☒ 9th Grade ☒ 10th Grade ☒ 11th Grade ☒ 12th Grade

Submit Reset

Done Trusted sites 100%

Request the STSQ06 Report

Select BSSY, Sponsor, Site, Curricula and grade level and click the **Submit** button to request the report.

The screenshot shows the 'Student Transcript System' interface for the 'STSQ06 Report Request'. The top navigation bar includes links for Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. The 'Reports' link is highlighted. Below the navigation bar, the page title is 'Core Progress Detail' and the date/time is '9/28/2015 9:41 AM'. The main form area is highlighted with a yellow border and contains the following fields:

- BSSY:** A dropdown menu with '2014' selected.
- Sponsor code:** A dropdown menu with 'ALL' selected.
- Site code:** A dropdown menu with 'ALL' selected.
- Core Curricula:** A dropdown menu with 'C4: CORE 4' selected. The dropdown list is open, showing the following options:
 - C4: CORE 4
 - C5: BASIC CORE
 - C6: CORE 4 WITH CTE
 - CA: TOPS TECH JUMP START CAREER DIPLOMA
 - R1: TOPS OPPORTUNITY, PERFORMANCE AND HONORS
 - T1: TOPS TECH OPTION 1
 - T2: TOPS TECH OPTION 2
 - TU: TOPS UNIVERSITY DIPLOMA
- Last Name:** A text input field.
- Grade:** A checkbox labeled '9th Grade' which is checked.

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is highlighted with a yellow border.

STSQ06 Report Example

File Edit View Favorites Help

Convert Select

Suggested Sites Web Site Gallery LEADS Portal

Page: 1

Run Date: 04/28/2015

Louisiana Department of Education / Student Transcript System

STSQ06: Core Progress Detail Report

FICTIONAL STUDENT

CORE 4

Grader: 09

School Session: 2014 - 2015

Sponsor: 001 Acadia Parish Schools

Site: 000000 Church Point High School

Parental Consent Flag: Yes

State ID Number:

Local ID Num:

Birth Date:

Grade 9 Entry Year: 2014

Minority: Non-Hispanic, White

Graduation Date:

Gender: Female

Anticipated Graduation SEFY: 2017

Overall GPA: 2.35

Site Certified: Yes

Last Update Date: 7/23/2015 9:22:41 AM

Not all of the CORE 4 curriculum requirements have been met

20 categories are required for CORE 4

17 categories still needed to meet requirements for CORE 4

Core GPA = Relative Grade Points / Credit Units Allowed = $6.60 / 4.00 = 1.65$

Category	Category Requirement		Credit Units		Course		Grade	Rel Grade Points
	Met	Required	Units	Allowed	Code	Name		
ENGLISH I	Y	1.00	1.00	1.00	120301	ENGLISH I	D	1.00
ENGLISH II	N	1.00	0.00	0.00				0.00
ENGLISH III	N	1.00	0.00	0.00				0.00
ENGLISH IV	N	1.00	0.00	0.00				0.00
ALGEBRA I	Y	1.00	1.00	1.00	140101	ALGEBRA I	C	2.00
GEOMETRY	N	1.00	0.00	0.00				0.00
ALGEBRA II	N	1.00	0.00	0.00				0.00
MATH - 4TH UNIT	N	1.00	0.00	0.00				0.00
BIOLOGY	N	1.00	0.00	0.00				0.00
CHEMISTRY	N	1.00	0.00	0.00				0.00
SCIENCE - 3RD UNIT	N	1.00	0.00	0.00				0.00
SCIENCE - 4TH UNIT	N	1.00	0.00	0.00				0.00
CIVICS/PEER ENTERPRISE	Y	1.00	1.00	1.00	220301	CIVICS-1st SEMESTER	D	1.00
U. S. HISTORY	N	1.00	0.00	0.00				0.00
SOCIAL STUDIES - 3RD UNIT	N	1.00	0.00	0.00				0.00
SOCIAL STUDIES - 4TH UNIT	N	1.00	0.00	0.00				0.00
HEALTH & PE	N	2.00	1.00	1.00	190105	PHYSICAL EDUCATION I	C	2.50
					190405	HEALTH EDUCATION	B	0.00
FOREIGN LANGUAGE-1ST UNIT	N	1.00	0.00	0.00				0.00
FOREIGN LANGUAGE-2ND UNIT	N	1.00	0.00	0.00				0.00

STSQ07: Student Level Transcript Detail Report

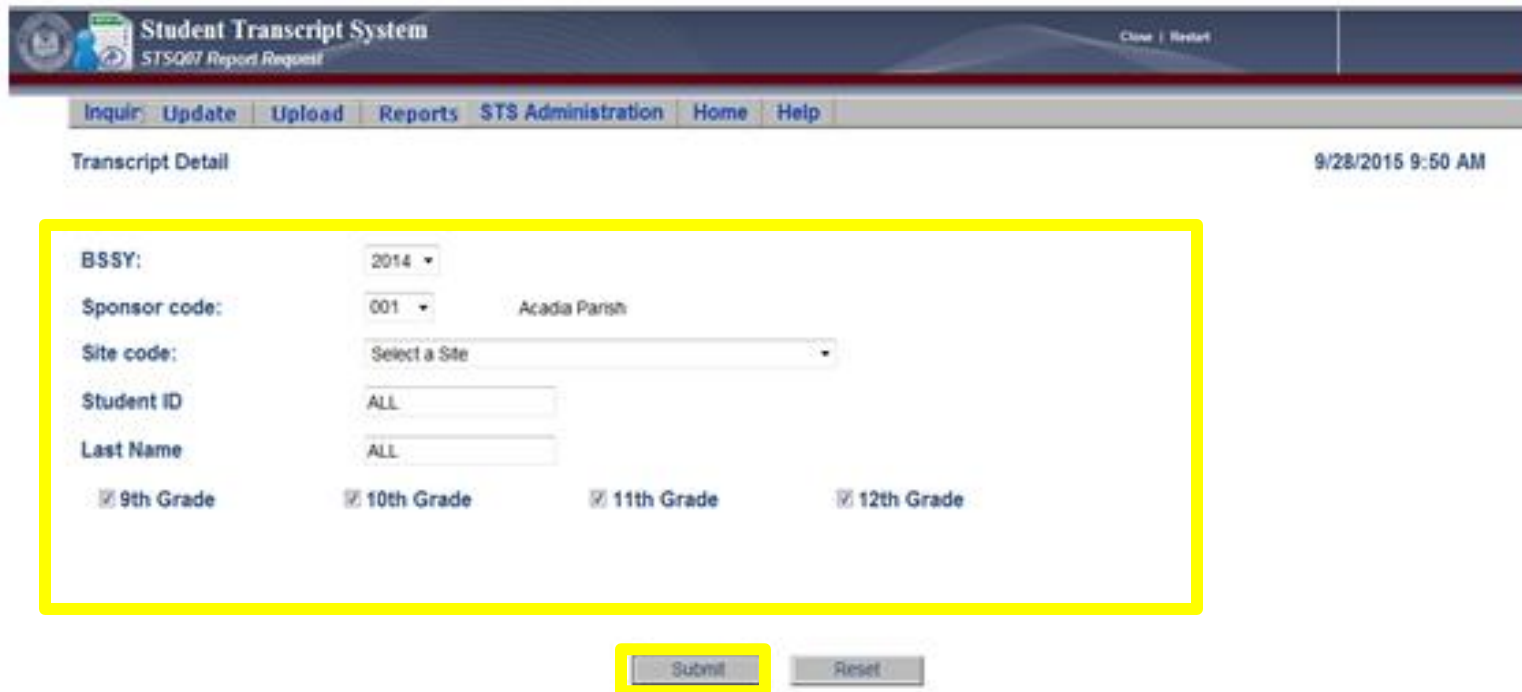
STSQ06:

- Is a complete listing of each student's transcript records
- Can be requested for all grade levels, a single grade level, or a single student
- Can be used to ensure accuracy of data entry by comparing to the student's cum card
- Will be accepted by most colleges as a transcript prior to the creation of the Official High School Transcript

Request the STSQ07 Report

Select BSSY, Sponsor, Site, and grade level and click the **Submit** button to request the report.

- This report can be displayed for a specific student or for one or more grade levels



The screenshot shows the 'Student Transcript System' interface for the 'STSQ07 Report Request'. The page has a header with the system name and a 'Close | Restart' link. Below the header is a navigation bar with links: 'Inquiry', 'Update', 'Upload', 'Reports', 'STS Administration', 'Home', and 'Help'. The main content area is titled 'Transcript Detail' and shows the date '9/28/2015 9:50 AM'. A yellow box highlights the form fields for selecting the report parameters. The form includes: 'BSSY' (2014), 'Sponsor code' (001, Acadia Parish), 'Site code' (Select a Site), 'Student ID' (ALL), 'Last Name' (ALL), and four checkboxes for grade levels: '9th Grade', '10th Grade', '11th Grade', and '12th Grade'. Below the form, there are 'Submit' and 'Reset' buttons, with the 'Submit' button highlighted by a yellow box.

Student Transcript System
STSQ07 Report Request

Inquiry Update Upload Reports STS Administration Home Help

Transcript Detail 9/28/2015 9:50 AM

BSSY: 2014
Sponsor code: 001 Acadia Parish
Site code: Select a Site
Student ID: ALL
Last Name: ALL
☒ 9th Grade ☒ 10th Grade ☒ 11th Grade ☒ 12th Grade

Submit Reset

STSQ07 Report Example

Convert

Select

Suggested Sites

Web Slice Gallery

LEADS Portal

Page

Safety

Tools

Louisiana Department of Education / Student Transcript System
STSQ07: Detail Report. (v9)
FICTIONAL STUDENT

Page: 1
Sub Date: 09/28/2015

School Session: 2014 - 2015
Sponsor: 001 Acadia Parish Schools
Site: 001008 Church Point High School
State ID Number:
Birth Date:
Gender:
Ethnicity/Race: Non-Hispanic, Black
Parental Consent All

Grade: 09
Local ID Number:
Grade & Entry Year: 2014
Graduation Date:
Overall GPA: 3.14
Local GPA: 3.1429
Local Rank: of

Year	Course Code	Course Name	Part	Seq	Site	Grade	Credit Attempted	Credit Earned	Std Point	Core	Core	Core	Core	Qual	Site	Site	Site	Trans
			Typ						Max	Half	Type			Fin	Lim	Open	Site	Course Name
2014	010301	ADMINISTRATIVE I	Y1	N			1.00	1.00	4.00	N	NC			3.00		001	001008	CHURCH POINT AD I
2014	040401	INTRODUCTION TO BUS	Y1	A			1.00	1.00	4.00	N	NC			4.00		001	001008	CHURCH POINT INTRO BUS
2014	120101	ENGLISH I	Y1	C			1.00	1.00	4.00	N	NC			2.00		001	001008	CHURCH POINT ENGLISH I
2014	150402	PHYSICAL SCIENCE	Y1	B			1.00	1.00	4.00	N	NC			3.00		001	001008	CHURCH POINT PHY SCIENCE
2014	160301	ALGEBRA I	Y1	B			1.00	1.00	4.00	N	NC			3.00		001	001008	CHURCH POINT ALGEBRA I
2014	180101	PHYSICAL EDUCATION	Y1	A			0.50	0.50	4.00	N	NC			4.00		001	001008	CHURCH POINT PE I (1/2)
2014	180102	HEALTH EDUCATION	Y1	A			0.50	0.50	4.00	N	NC			4.00		001	001008	CHURCH POINT HEALTH
2014	220601	CIVICS-LAW COURSE	Y1	B			1.00	1.00	4.00	N	NC			3.00		001	001008	CHURCH POINT CIVICS 1.0
							7.00	7.00										

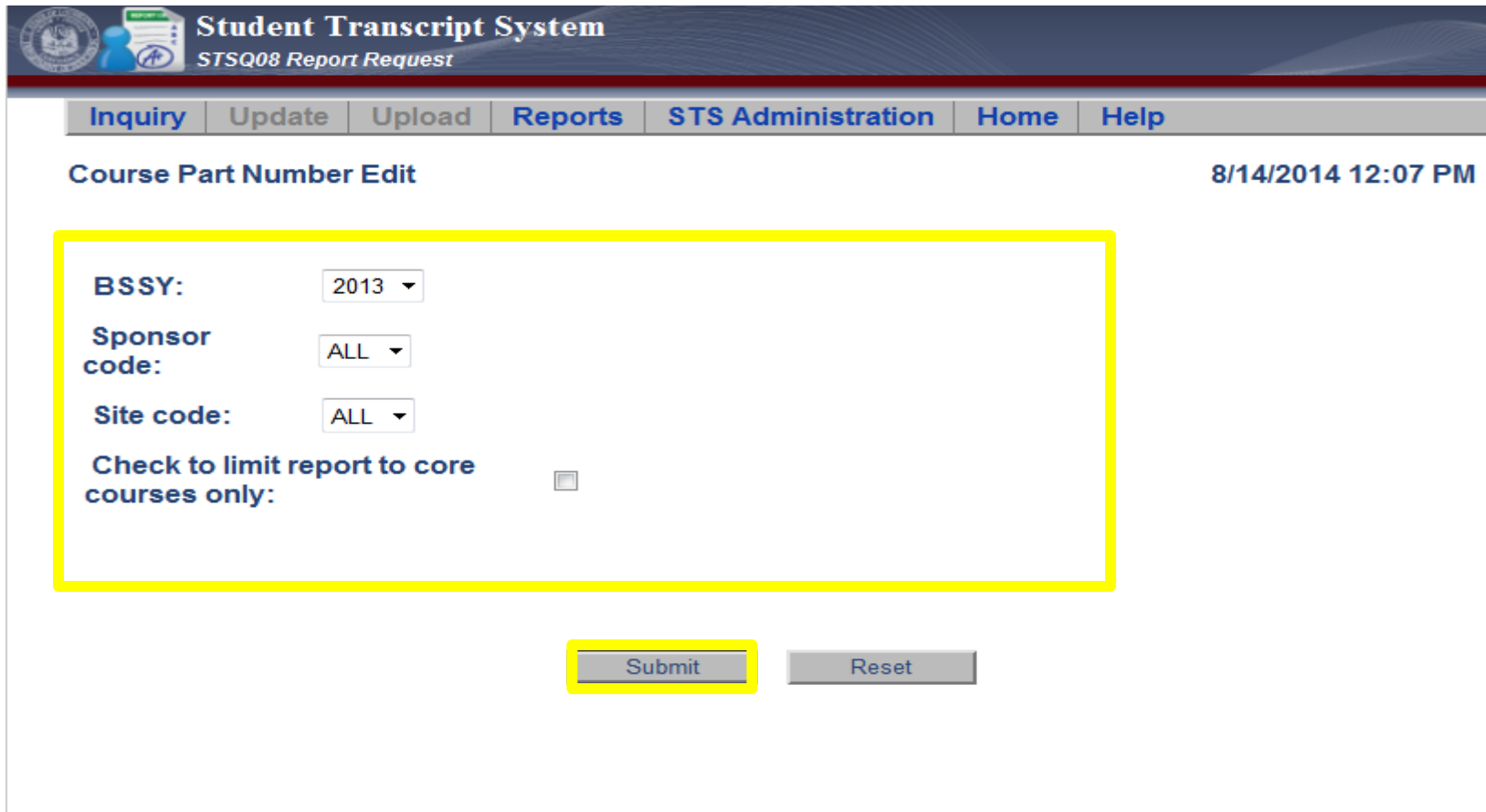
STSQ08: Course Part Number Edit Report

STSQ08:

- Should be checked after each data submission
- Identifies *potential* **Course Part Number** problems
- May not be an error
- Conditions which will generate a report
 - No Course Part Number for possible split course
 - Course Part #1 exists, no Course Part #2 for a course
 - Course Part #2 exists, no Course Part #1 for a course
 - Credit should be 0.5 when a Course Part Number is used
- Report has been modified so the requestor can select Core Courses only or all courses

Request the STSQ08 Report- Validate Course Part Numbers

This report can be displayed by selecting **BSSY**, **Sponsor** and **Site Code** and can display **Core Courses only** if selected.



The screenshot shows the 'Student Transcript System' interface for the 'STSQ08 Report Request'. The page has a header with the system name and a navigation bar with links: Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. The main content area is titled 'Course Part Number Edit' and shows the date '8/14/2014 12:07 PM'. A yellow box highlights the form fields: 'BSSY:' with a dropdown set to '2013', 'Sponsor code:' with a dropdown set to 'ALL', 'Site code:' with a dropdown set to 'ALL', and a checkbox labeled 'Check to limit report to core courses only:' which is currently unchecked. Below the form, there are two buttons: 'Submit' and 'Reset', both highlighted with yellow boxes.

Student Transcript System
STSQ08 Report Request

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Course Part Number Edit 8/14/2014 12:07 PM

BSSY: 2013 ▾

Sponsor code: ALL ▾

Site code: ALL ▾

Check to limit report to core courses only: ☐

Submit Reset

STSQ08 Report Example

View the warning message about the possible split courses and half credit course with part numbers.



Louisiana Department of Education / Student Transcript System

Page: 1

STSQ08: Course Part Number Edit Report.

Run Date: 08/14/2014

LEA : 001 Acadia Parish Schools
Site : 001005 Church Point High School
Grade: 12

[All Courses]

Student Name	State ID	Local ID	Course			Cred	G	Warning Message
			Year	Code	Description	Sem	Att	D
Student, Fictional	123-45-6789	9020062	2010	190105	PHYSICAL EDUCAT	B2	.5	A
Student, Fictional	123-45-6789	9020062	2011	190105	PHYSICAL EDUCAT	B2	.5	D
Student, Fictional	123-45-6789	9020062	2013*	220403	1 U. S. HISTORY	S1	1	F
Student, Fictional	123-45-6789	9020062	2013*	220403	2 U. S. HISTORY	Z1	1	B
Student, Fictional	123-45-6789	9040360	2011	190106	PHYSICAL EDUCAT	B1	.5	C
Student, Fictional	123-45-6789	9040360	2012	190106	PHYSICAL EDUCAT	C1	.5	D
Student, Fictional	123-45-6789	8049907	2011	190106	PHYSICAL EDUCAT	B1	.5	B
Student, Fictional	123-45-6789	8049907	2013	190106	PHYSICAL EDUCAT	B1	.5	A

Request the STSQ11 Report- Validate Data going to BOR

This report can be ran by selecting the **BSSY**, **Sponsor** and **Site Code** and the **Grades** to include on the report.

The screenshot shows the 'Student Transcript System' interface for an 'STSQ11 Report Request'. The top navigation bar includes links for Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. The main heading is 'GPA / Ranking', and the timestamp is '7/30/2014 11:57 AM'. A yellow box highlights the input fields: 'BSSY' (set to 2013), 'Sponsor code' (set to ALL), 'Site code' (set to ALL), and four checked checkboxes for '9th Grade', '10th Grade', '11th Grade', and '12th Grade'. Below these fields are 'Submit' and 'Reset' buttons, with the 'Submit' button also highlighted by a yellow box.

Student Transcript System
STSQ11 Report Request

Inquiry Update Upload Reports STS Administration Home Help

GPA / Ranking 7/30/2014 11:57 AM

BSSY: 2013
Sponsor code: ALL
Site code: ALL

☒ 9th Grade ☒ 10th Grade ☒ 11th Grade ☒ 12th Grade

Submit Reset

STSQ11 Report Example

This report shows the rankings, overall GPA graduation date and site certification date (if applicable) as provided to the Board of Regents.

Louisiana Department of Education / Student Transcript System

STSQ11: Overall GPA and Ranking Report.

Page: 1

Run Date: 07/26/2014

2013 - 2014
 001 Acadia Parish Schools
 001000 Church Point High School

(Site certified on 5/28/2014)

*** Grade: 12 *****

State ID	Local ID	Birth	Overall	Class Rank	Graduation
Number	Number	Date	GPA	Number	Date
42	34	1995	2.941518	35	05/23/2014
43	40	1994	3.400000	22	06/23/2014
44	42	1994	2.258823	104	06/23/2014
45	33	1994	2.264901	100	06/23/2014
46	99	1995	2.340000	94	06/23/2014
47	41	1994	2.375000	85	06/23/2014
48	43	1994	3.700000	13	06/23/2014
49	38	1995	3.420000	32	06/23/2014
50	49	1994	2.880000	70	06/23/2014
51	37	1995	3.400000	27	06/23/2014
52	36	1995	3.473574	16	06/23/2014
53	35	1995	2.440000	73	06/23/2014
54	52	1995	4.000000	3	06/23/2014
55	06	1995	2.438333	87	06/23/2014
56	75	1994	3.649999	19	06/23/2014
57	91	1995	2.700000	71	06/23/2014
58	43	1995	3.400000	27	06/23/2014
59	34	1994	3.344444	43	06/23/2014
60	73	1994	3.300000	48	06/23/2014
61	48	1994	3.300000	38	06/23/2014
62	34	1995	2.358833	84	06/23/2014
63	42	1994	3.120000	45	06/23/2014
64	44	1995	2.720000	47	06/23/2014
65	38	1994	4.000000	2	06/23/2014
66	26	1994	2.740000	64	06/23/2014
67	49	1994	3.220000	39	06/23/2014
68	98	1994	2.400000	93	06/23/2014
69	34	1995	3.534444	25	06/23/2014
70	40	1994	3.043444	50	06/23/2014
71	10	1995	3.440000	30	06/23/2014
72	44	1994	3.000000	62	06/23/2014

STSQ12: Core Reference Tables

STSQ12:

- Should be checked to valid a course availability under the curriculum requirements
- Identifies *Course Numbers, names and credit unit requirements for the course*
- May be used in error corrections
- May be generated by Core Curriculum

Request the STSQ12 Report

Select the **BSSY**, a **core curriculum** or all **TOPS award** to display the courses within a category requirement.

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Core Reference Tables

BSSY:

2014 ▼

Core Curricula:

ALL ▼

ALL

C4: CORE 4

C5: BASIC CORE

C6: CORE 4 WITH CTE

CA: TOPS TECH JUMP START CAREER DIPLOMA

R1: TOPS OPPORTUNITY, PERFORMANCE AND HONORS

T1: TOPS TECH OPTION 1

T2: TOPS TECH OPTION 2

TU: TOPS UNIVERSITY DIPLOMA

nit

Reset

STSQ12 Report Example

This report shows all of the classes that can be used for every required category for the selected diploma type or TOPS award.



Louisiana Department of Education / Student Transcript System
STSQ12: Core Reference Tables.

Page: 1 of 51
Date: 09/22/2015

Beginning School Session Year: 2014

	Career Option	Units Required	Units Allowed	Beg Sch Sess Yr	Spon Code	Site Code	Eff Grad BSSY	Exp Grad BSSY	Work Based Learn	Compe tency Course	Career Aware ness	Same Content	Cte Core Substi tute
C4 - CORE 4							2011						
01 - ENGLISH I		1.00					2011						
001 - ENGLISH I		1.00					2011						
120331 - ENGLISH I		1.00	1.00				2011	2016					
120411 - NOCCA INT ENG I		1.00	1.00				2014	2016					
02 - ENGLISH II		1.00					2011						
001 - ENGLISH II		1.00					2011						
120332 - ENGLISH II		1.00	1.00				2011	2016					
120412 - NOCCA INT ENG II		1.00	1.00				2014	2016					
03 - ENGLISH III		1.00					2011						
001 - ENGLISH III		1.00					2011						
120325 - EngIIIA ENGLANGCOM		1.00	1.00				2013	2016					
120327 - ENGLISH IB LANG/LIT		1.00	1.00				2013	2016					
120329 - ENGLISH G&T		1.00	1.00				2014	2016					
120333 - ENGLISH III		1.00	1.00				2011	2016					
120338 - LASMSA ENG III EQUIV		1.00	1.00				2011	2016					
120341 - English III: Honors		1.00	1.00				2013	2016					
120403 - English III: IB Lit		1.00	1.00				2013	2016					
120404 - Eng III: IB Lit/Perf		1.00	1.00				2013	2016					
120413 - NOCCA INT ENG III		1.00	1.00				2014	2016					
120601 - ENGLISH DE CENL 1013		1.00	1.00				2013	2016					
120602 - ENGLISH DE CENL 1023		1.00	1.00				2013	2016					
120603 - ENGLISH DE CENL 21153		1.00	1.00				2013	2016					
120604 - ENGLISH DE CENL 2163		1.00	1.00				2013	2016					
120605 - ENGLISH DE CENL 2173		1.00	1.00				2013	2016					

STSQ13: Data Elements Report

STSQ13:

- Should be checked specific elements of a student's record:
 - Endorsements received by student
 - Dual Enrollment Courses by student
 - Advanced Placement Courses by student
 - Credit Recovery Courses by student
 - Career Option code on student's record
- May be used in error corrections.

Request the STSQ13 Report

Select the **BSSY**, **Sponsor** and **Site Code** and the **Data Element** to include the report.

Student Transcript System - Report Request - Q13 Selected Data Element Report - Windows Internet Explorer provided by LOSFA

Student Transcript System
StsQ13 Selected Data Element Report

Close | Restart

Inquiry | Update | Upload | **Reports** | STS Administration | Home | Help

Selected Data Element Report 11/22/2011 3:14 PM

BSSY: 2011
Sponsor code: ALL
Site code: ALL

☒ Endorsements ☐ Dual Enrollment ☐ Advanced Placement ☐ Credit Recovery ☐ Career Option Code

Submit Reset

STSQ13 Report Example

ReportOutput[2].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 11 67.5% Find

Louisiana Department of Education / Student Transcript System
STSQ13: Selected Data Element Report - Advanced Placement

Page: 1
Run Date: 11/22/2011

School session: 2010
Sponsor: 502 Baton Rouge Diocese
Site: 502036 St. Michael the Archangel Diocesan Regional HS

Student ID	Name	Birth Date	Course BSSY	Course Code	Course Name	Semester Code
43' 07	DAV. NO	0 /1993	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
62' 13	KRII ENT	0 /1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
			2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43' 45	JENI RS	0 /1994	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
43' 22	MIC SMONEY	0 /1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
43' 82	HANI OLD	0 /1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
			2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43' 83	GARI IOND	0 /1992	2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43' 22	BRAI SIN	0 /1994	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
43' 87	CHR. R BAILEY	1 /1992	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
43' 63	BEN. ANKER	0 /1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
			2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43' 58	LAII LE	1 /1993	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
43' 34	MIGI IARD	0 /1994	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2

Correcting a Social Security Number

Correcting a Social Security Number

- Verify the correct SSN by viewing a copy of the social security card.
- Request access to the prior school year from DOE staff via email if the change is for a prior year graduate.

Correct a Social Security Number

On the Transcript List Page, click the **Change State ID** Button at the bottom of the screen to correct a SSN

Student Transcript System Close | Restart

Transcript List (Update Mode)

Site List Student List Transcript List Core Progress APC Courses Home Help

11/26/2012 4:38 AM

First: FICTIONAL Middle: Q Last: STUDENT Suffix:

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123456789 Local ID #:
Birth Date: 10/20/1998 Grad Date:
Acad. Endor.: N/A
Gender: MALE C/T Endor.: N/A
Ethnicity: Hispanic: Y ☐ N ☒ Race: Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☐ White ☒
Career Option: N/A

Last Update: 11/26/2012
Grade: 09
Grade 9 Entry BSSY: 2012
Anticipated Grad BSSY: 2015
Passed GEE? ☐
Local Rank: of
Local GPA:
Overall GPA: 2.92

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

Correct a Social Security Number

Enter the new **State ID** in the text box) and then click the **Change State ID** button again

Student Transcript System
Transcript List (Update Mode)

Site List Student List Transcript List Core Progress APC Courses Home Help

11/26/2012 4:47 AM

First: FICTIONAL Middle: Q Last: STUDENT Suffix:

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123456789 Local ID #:
Birth Date: 10/20/1998 Grad Date:
Acad. Endor.: N/A
Gender: MALE C/T Endor.: N/A
Ethnicity: Hispanic: Y ☐ N ☒ Race: Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☐ White ☒
Career Option: N/A

Last Update: 11/26/2012
Grade: 09
Grade 9 Entry BSSY: 2012
Anticipated Grad BSSY: 2015
Passed GEE? ☐
Local Rank: of
Local GPA:
Overall GPA: 2.92

ENTER THE NEW STATE ID AND PRESS CHANGE STATE ID AGAIN

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

Add A Transcript Change State ID Delete Student

Correct a Social Security Number

The new **State ID** will appear in the State ID # field and a **RECORD UPDATED** message is shown

Student Transcript System
Transcript List (Update Mode) Close | Restart

[Site List](#) [Student List](#) [Transcript List](#) [Core Progress](#) [APC Courses](#) [Home](#) [Help](#)

11/26/2012 4:52 AM

First: Middle: Last: Suffix:

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)

State ID #: 123984567 Local ID #:
Birth Date: Grad Date:

Acad. Endor.:
Gender: C/T Endor.:
Ethnicity: ☒ Hispanic: ☐ Y ☐ N ☒ Race: ☐ Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☒ White ☐
Career Option:

Last Update: 11/26/2012
Grade:
Grade 9 Entry BSSY:
Anticipated Grad BSSY:
Passed GEE?
Local Rank:
Local GPA:
Overall GPA:

RECORD UPDATED

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

Data Validation

Graduation Requirements

When seniors have completed all graduation requirements (final grades are calculated) the date of graduation should be entered in the graduation date field located on the Student Record in STS only after the core progress has been verified and all graduation requirements have been met.

- If categories are unmet on the Core Progress screen or on the STS Q06 a graduation date will not be allowed on the student's record until errors are correct or all requirements have been met.
- A diploma type must be declared prior to adding the graduation date to the student's record.
- The graduation date must be the date of the student's graduation ceremony or the date on which all graduation requirements were actually met, i.e., completion of summer school courses.
- The graduation date must be between September 1 and August 31 of the school year. Example: A graduation date of 5/14/2014 falls within the 2013-2014 school year.

Graduation Requirements Override

When adding the graduation date online and an override is needed.

- Enter the Grad Date, click update, and click home to exit the student's record.
- The GPA Calculation will run.
- If the student didn't meet the requirements for graduation then the Grad Date will be removed and the student will be marked in programming as needing an override.
- Go back into the student's record by clicking Update Student or Transcript.
 - The Grad Date will have been removed.
 - Add the Grad Date back to the record and submit, the override popup will show this time.
- The GPA Calculation will run again and see the override reason and allow the Grad Date to remain.

Reasons for Override

Reason for a manual override of graduation requirements:

1. Student did not meet the requirements of graduation
2. Received a waiver of AOC due to SPED Courses
3. Student grandfathered in under Act 833

Diploma Pathways/Award Types

STS requires the submission of a diploma pathway. This can be submitted via batch upload (position 145 on the student record) or online entry (drop-down selection on the student record).

Core progress will be calculated only for the pathway submitted. To view other core progress reports, change the diploma pathway and refresh the screen by exiting the student record.

Diploma Path

C4 = Core 4 (ends with graduates of 2016-17) (no career option code)

C5 = Basic Core (career option code required)

C6 = Core 4 with CTE (ends with graduates of 2016-17)
(career option code required)

TU = TOPS University (graduates of 2017-18) (no career option code)

ND = None Declared (prior to end of 10th grade) (no career option code)

Award Type

R1= The TOPS Opportunity, Performance & Honors Awards Core Curriculum

T1=TOPS Tech Award Option 1 Core Curriculum

T2= TOPS Tech Award Option 2 Core Curriculum

LOSFA/BOR Consent Flag

- Per Act 837, a parental consent flag has been added to STS
- Designates which students have parental/guardian consent to share personally identifiable information with LOSFA and postsecondary institutions through BOR
- Only students with consent will be submitted to LOSFA and BOR for TOPS
- Consent flag can be updated via batch upload (position 147 on the student record) or using online entry (drop-down selection on the student record)

Flag	Designation
"Y" (Yes)	Parental/Guardian Consent given and should be locally reset if consent is no longer given
"N" (No)	Parental/Guardian Non-consent on file for the current school year
Empty/Null values	Automatically be converted to "No" in the STS system

Repeat/Delete Rule

When validating part numbers keep the Repeat/Delete Rule in mind:

- If a courses is repeated for higher credit, the repeat/delete rule will be used if the part number on the recent course corresponds to the part of the old course that is being repeated.
- If the course was originally taken as a yearlong course the repeated course should be entered as a year long course.

Dual Enrollment

- Dual Enrollment is the enrollment of a high school student **IN A COLLEGE COURSE** for which the student earns both high school and college credit, as reflected on both the high school transcript and the postsecondary academic transcript.
- Courses being taken in high school for which a student will receive college credit **ARE NOT** considered Dual Enrollment. These are **ARTICULATED COURSES** and should not be designated as “DE”.
- BULLETIN 741 (NONPUBLIC) - (**§2523 Distance Learning**)
- Outlines the Dual Enrollment process. This publication can be found at:
<http://bese.louisiana.gov/documents-resources/policies-bulletins>

Common Issues

1. **MAKE SURE** students have correct SSNs. Try to get a copy of the card in the student record.
2. Replace temporary state identification numbers.
3. LOSFA **will not** process TOPS awards if data does not match the FAFSA application.
4. University systems **will not** allow student to enroll with incorrect SSN or a temporary ID.
5. Remember that the STSQ08 **IS NOT** an error report. The report displays the courses entered on the transcript record with part numbers and should be used to determine if the part numbers of the courses listed are incorrect and possibly preventing a student from satisfying an eligible TOPS category or lowering the student's GPA.

Next Steps

1. Begin entering new 9th graders (batch or online)
 - Note: must add at least one transcript record
 - Placeholder grades can be entered
2. Promote students to the next grade where applicable (batch or online)
3. Remove students who did not return (optional can be done during end of year cleanup)
4. Verify Parental Consent
5. Run reports to check students Core Progress
6. Verify the appropriate diploma path has been selected for each student

Official Transcript System

Official Transcript System

Type the address <https://onbase.doe.louisiana.gov/onbase/Login.aspx> in your Internet Explorer browser and then click on the GO arrow or press the Enter key.



The image shows the OnBase 13 login interface. The background is light blue with abstract wave-like patterns. In the top left, the text "OnBase 13" is displayed in green and blue, with "a Hyland Software solution" in smaller grey text below it. On the right side, there is a login form with three input fields: "Domain" (containing "LDOE"), "User Name", and "Password". Below these fields is a green "Login" button.

OnBase 13
a Hyland Software solution

Domain LDOE

User Name

Password

Login

Official Transcript System

What is OTS:

- OTS is an imaging system which contains all official transcripts for your school from 1912 to present graduates
- Official transcripts are created by the Official Transcript System (OTS) based on data imported from STS
 - Student must have a graduation date to have a transcript in OTS.
 - OTS does not have auto-delete when a grad date is removed from STS. Users must contact zoa.bain@la.gov with LDE to delete the student from OTS.

Official Transcript System

Make sure that popup blockers are disabled:

- How? From your internet page, select “Tools” located on the menu bar. The option appears in the drop down menu. If this option does not appear, contact your school or district IT coordinator for assistance.

When a transcript record has multiple copies an ‘error processing a request’ message may display.

Right click on the transcript and select 'revisions:renditions' and double click on the newest version of the transcript record to open it.

Contact Information

STS information or support contact Jacqueline.Edwards@la.gov.

STS User Accounts Assistance contact Steven.LebLANC@la.gov

OTS User Accounts Assistance contact Zoa.Bain@la.gov

LOSFA Website: <http://www.osfa.la.gov/index.jsp?SRC=/TOPSbrochures.htm>

DOE Website: <http://www.louisianabelieves.com/>

Nonpublic Schools Information Portal:
<https://leads13.doe.louisiana.gov/lug/STS/STS.htm>